

How to Appeal a FEMA Individual Assistance Decision

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How to Appeal a FEMA Individual Assistance Decision

CHARLESTON, W.Va. – If you’ve recently received a determination letter from FEMA regarding your disaster assistance application and you disagree with the decision or assistance amount, don’t worry—you **have the right to appeal**. FEMA’s first decision may not be the final decision.

Appeals are a common part of the assistance process. FEMA may simply require more information or supporting documentation from the applicant in order to approve the application or approve additional types of assistance. The process does not end when you get your FEMA letter.

Keep the following in mind when preparing an appeal:

- Carefully read your determination letter.
- Act quickly: appeals must be filed within 60 days from the date on the determination letter.
- Keep an organized record of your documentation to submit with your appeal.

All FEMA determination letters explain the types of documents that may help an applicant appeal FEMA’s decision or the awarded amount for that type of assistance. **Supporting documents** may include:

- **Receipt and bills** for any eligible repairs or expenses related to the disaster.
- **Repair estimates** from contractors or repair services.
- **Property titles or deeds** to prove ownership of the damaged property.
- **Additional information** or any other documents that may support the reasons for the appeal.

Applicants may include an explanation in their appeal about why they believe FEMA’s decision was incorrect, but it is not required. When submitting any



documentation or information to FEMA for an appeal, applicants **must include their:**

- Your full name;
- Your current phone number and current address;
- Your FEMA application number and disaster number (DR-4861) **on every page** ; and
- The 911 address of the disaster-damaged home.
- Additionally, receipts, bills, and estimates must include the business name and contact information to help FEMA confirm the information is accurate.

Appeals may be submitted:

- **Online** to DisasterAssistance.gov.
- **By mail:** FEMA Individuals & Households Program, National Processing Center
P.O. Box 10055 Hyattsville, MD 20782-8055.
- **By fax:** (800) 827-8112, Attention: FEMA – Individuals & Households Program.
- **In person** at one of our FEMA West Virginia Disaster Recovery Centers.

**Logan County Disaster Recovery
Center**

**McDowell County Disaster (Bradshaw)
Recovery Center**



<p>Southern WV Community & Technical College</p> <p>Logan Campus</p> <p>100 College Drive</p> <p>Logan, WV 25601</p> <p>Hours of operation:</p> <p>Monday through Friday: 8 a.m. to 6 p.m.</p> <p>Saturdays: 9 a.m. to 3 p.m.</p> <p>Closed on Sundays</p>	<p>Bradshaw Town Hall</p> <p>10002 Marshall Hwy</p> <p>Bradshaw, WV 24817</p> <p>Hours of operation:</p> <p>Monday to Saturday: 8 a.m. to 6 p.m.</p> <p>Closed Sundays</p>
<p>McDowell County (Welch) Disaster Recovery Center</p>	<p>Mercer County Disaster Recovery Center</p>



<p>Board of Education Building</p> <p>900 Mount View High School Road</p> <p>Welch, WV 24801</p> <p>Hours of operation:</p> <p>Monday through Friday: 8 a.m. to 6 p.m.</p> <p>Saturday, March 29: 9 a.m. to 1 p.m., weather dependent</p> <p>Closed on Sundays</p>	<p>Lifeline Princeton Church of God</p> <p>250 Oakvale Road</p> <p>Princeton, WV 24740</p> <p>Hours of operation:</p> <p>Monday to Friday: 9 a.m. to 5 p.m.</p> <p>Saturday: 10 a.m. to 2 p.m.</p> <p>Closed Sundays</p> <p>Closed April 26</p>
Mingo County Disaster Recovery Center	Wyoming County Disaster Recovery Center



Williamson Campus
1601 Armory Drive
Williamson, WV 25661

Hours of operation:

Monday through Friday: 8 a.m. to 6 p.m.

Saturdays: 9 a.m. to 3 p.m.

Closed on Sundays

Wyoming Court House
24 Main Ave
Pineville, WV 24874

Hours of operation:

Monday through Friday: 8 a.m. to 6 p.m.

Saturdays: 9 a.m. to 3 p.m.

Closed on Sundays

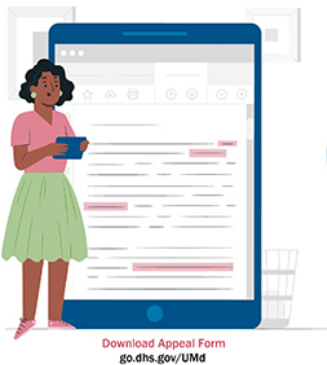
Graphic

HOW TO APPEAL

If you disagree with FEMA's decision, you may appeal. It must be submitted within 60 days of the date of the decision letter. If you choose to appeal, you can submit either a signed letter or appeal form. Both are optional to include with your appeal.

Submit An Appeal Form

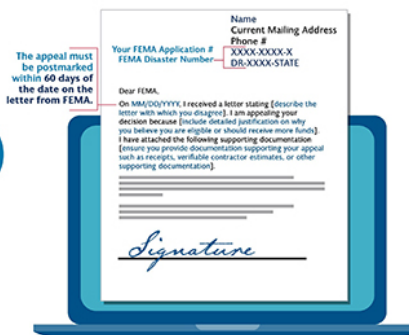
Attached with your decision letter will be an Appeal Form, that may be used to provide additional information, if you choose to do so.



OR

Write An Appeal Letter

This letter is in addition to your new or additional information or documents not previously submitted. You, or your co-applicant, must sign the letter.



3 Ways To Submit Your Appeal

Online
DisasterAssistance.gov (Upload to your account)
By Fax
800-827-8112 (Attention FEMA)
By Mail
FEMA National Processing Service Center
P.O. Box 10055, Hyattsville, MD 20782-7055

After Submitting Your Appeal

All appeals are reviewed and decisions usually are made within 30 days of receiving the appeal, however, it may take up to 90 days for a decision. Additional information may be requested from you if FEMA does not have enough information to make a decision.

You will be notified in writing of the response to your appeal, either by mail or via the DisasterAssistance.gov account you created when you applied with FEMA.



If you have insurance, you should file a claim as soon as possible. FEMA can't pay for losses your insurance will cover.

If an applicant is unable to submit their appeal, someone else can do it for them. FEMA will need the applicant's written permission to share information about the application. Applicants can do this by completing an [Authorization for the Release of Information Under the Privacy Act](#) form and sending it to FEMA with your appeal paperwork.

Applicants will be notified in writing of the response to your appeal, either by mail or your [DisasterAssistance.gov](#) account.

For more information on West Virginia's disaster recovery, visit [emd.wv.gov](#), [West Virginia Emergency Management Division Facebook page](#), [www.fema.gov/disaster/4861](#), and [www.facebook.com/FEMA](#).

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FEMA's mission is helping people before, during and after disasters.

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For preparedness information follow the Ready Campaign on X at [@Ready.gov](#), on Instagram [@Ready.gov](#) or on the [Ready Facebook](#) page.



FEMA