

Appealing FEMA's Decision on Your Application for Assistance

Release Date: May 25, 2022

If you received a letter from FEMA saying that the information you provided is incomplete, or that you are ineligible for disaster assistance, you have the right to appeal the decision within **60 days** of the date on the letter. An appeal is a written request to review your file again and consider any additional information you've provided that may affect the decision. In the event it takes longer than sixty days, please include why your appeal is late.

An appeal letter from you may change FEMA's decision. If your FEMA letter says your request was denied because of missing information, providing the necessary documentation may help you qualify for a grant. Or, if you don't agree with the amount of the grant you received, providing receipts or written quotes may allow you to receive a larger grant.

Writing your letter

An appeal must be filed in the form of a signed letter from the applicant, within 60 days of the date on the decision letter. Be sure to include the following in an appeal:

- Explanation of why you disagree with the decision
- Applicant's registration number (on every page)
- FEMA disaster declaration number – **DR-4652** (on every page)
- Remember to sign and date the letter
- Include any requested information and supporting documentation

FEMA will review your appeal and any documentation you have provided to make a new determination within **90 days**. Sometimes another damage assessment will be conducted. If more information is needed, FEMA will contact you. Once the appeal has been reviewed – including verification calls to contractors or others – a determination will be made on your appeal.



If you authorize someone else to file the appeal on your behalf, you must include a signed statement.

For more information on the FEMA appeals process, including instructions in American Sign Language, visit youtube.com/watch?v=7QCEpl2agqw.

How to send your appeal letter

You can set up a FEMA online account and upload documents online. Visit Disasterassistance.gov, click on “Check Your Application and Log In” and follow the directions.

You can also send a letter to FEMA

Appeals Officer

National Processing Service Center

P.O. Box 10055

Hyattsville, MD 20782-7055

Finally, you can fax your letter to **800-827-8112** with a cover sheet addressed to: Attention - FEMA Appeals Officer.

To address many of the common myths and rumors during the New Mexico wildfires, FEMA activated a rumor/myth webpage on the disaster homepage. Visit the FAQ/Rumor page at fema.gov/nm-rumors.

For the latest information visit fema.gov/disaster/4652. Follow the FEMA Region 6 Twitter account at twitter.com/FEMARegion6 or on Facebook at facebook.com/FEMARegion6/.



FEMA