

# 8 Tips for Appealing FEMA's Decision

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Release Date: Th7 23, 2024

You may appeal any decision by FEMA regarding your application for Individual Assistance program. Sometimes all you need is to provide some additional information. Here are some tips to help you submit a successful appeal with FEMA:

## **TIP 1: Know Your Deadline**

You have **60 days** from the date of your FEMA decision letter to submit your appeal. Circle the deadline on your calendar or write yourself a note and put it on your refrigerator or console of your car.

## **TIP 2: Understand Why You Are Not Approved for FEMA Assistance Before Sending Your Appeal**

You may not agree with FEMA's determination, but you are encouraged to read the FEMA letter carefully to learn why you were not approved. It is possibly something as simple as missing documentation or information. Read FEMA's letter from beginning to end and see what the agency needs from you.

## **TIP 3: Include Documents To Support Your Appeal**

Include documentation to support your reason for appeal. It is important to provide any documents FEMA has requested. Examples may include:

- Documents from your insurance company which show your policy coverage and/or settlement is not enough to make essential home repairs, provide a place to stay, or replace certain contents. FEMA cannot provide benefits to homeowners or renters who already received the same benefits from an insurance carrier.
- Proof of occupancy: A copy of utility bills, a driver's license or lease that shows the damaged home or rental property was your primary residence before the April 2 severe storms, straight-line winds, tornadoes, landslides and mudslides.



- Proof of ownership: Mortgage or insurance documents, tax receipts or a deed. If your documents were lost or destroyed, visit [usa.gov/replace-vital-documents](https://www.usa.gov/replace-vital-documents) for information on how to replace them.

#### **TIP 4: Include Your FEMA Application Number and Disaster Number on Each Page of the Documents You Send**

Please write your FEMA application number and the disaster number on each page of your appeal to FEMA and any documents that are submitted. FEMA receives numerous documents with every appeal; writing your application number on each page submitted helps to organize your case.

#### **TIP 5: Can't Send the Appeal Yourself? Authorize Someone To Do It for You**

If you are unable to send an appeal yourself, ask someone to do it for you. It could be someone in your household, a friend or an attorney. You will need to provide FEMA with a statement signed by you that the person is authorized to appeal on your behalf.

For additional information about FEMA's appeal process or about authorizing a third party to act on your behalf, call the FEMA Helpline at 800-621-3362. The line is open every day from 7 a.m. to midnight ET. Assistance is available in most languages. If you use a relay service, such as video relay (VRS), captioned telephone or other service, give FEMA the number for that service.

#### **TIP 6: Mail or Fax Your Appeal**

Mail or fax your appeal within 60 days from the date on your FEMA decision letter:

- **Mailing address:** FEMA - Individuals & Households Program National Processing Service Center, P.O. Box 10055, Hyattsville, MD 20782-8055
- **Fax number:** 800-827-8112, Attention: FEMA - Individuals & Households Program

#### **TIP 7: Upload Your Appeal and Supporting Documents to Your Online FEMA Account**

To set up a FEMA online account or to upload documents online, visit [DisasterAssistance.gov](https://www.DisasterAssistance.gov) and click "Check Your Status". Follow the computer



prompts.

### **TIP 8: Expect a Decision Within 90 Days**

You've submitted an appeal and included your unique application number on every document sent. What's next? Possibly a call or letter from FEMA asking for more information. There is also a chance FEMA may decide you qualify for another home inspection, or you may simply receive FEMA's decision within 90 days of the FEMA's receipt of your appeal.

