

# Six Tips for Appealing FEMA's Decision

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If you disagree with FEMA's decision, you have the right to appeal. Sometimes all you need is to provide additional information. Here are tips to help submit your appeal to FEMA:

## **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. Once FEMA reviews your appeal, you may receive a phone call or a follow-up letter asking for more information or an updated decision letter.

## **2. Read the FEMA Decision Letter Carefully Before Sending Your Appeal**

Take the time to read FEMA's letter from beginning to end. If you were not approved, FEMA may need missing documents or information from you, so your application can continue to be processed.

## **3. Include Documents to Support Your Appeal**

It is important to provide copies of any documents FEMA has requested with your appeal. Examples may include:

- insurance documents, such as insurance policy coverage, settlement or denial letter
- [proof of identity](#)
- [proof of occupancy](#)
- [proof of ownership](#) and/or proof that the damaged property was your primary residence during the disaster.
- proof of your disaster-caused losses. All documents, receipts, bills and estimates must include contact information of the service provider.

If you need to provide additional details, you can send a completed Individuals and Households Appeal Request Form included with your FEMA decision letter or a signed appeal



letter.

#### **4. Include Your Name, FEMA Application Number and Disaster Number on Each Page of the Documents You Submit**

Please write your name, FEMA application number and the disaster number on each page of all documents and your appeal submission to FEMA. Including this information on each submission page helps to organize your case.

#### **5. If You Can't Send the Appeal, You Can Authorize Someone Else to Do So**

If you are unable to send your appeal, ask someone to do it for you. It could be member of your household, a friend or an attorney. You will need to provide FEMA with a written consent or an Authorization for the Release of Information Under the Privacy Act.

For FEMA requirements to authorize a third party to act on your behalf, call the FEMA Helpline at 800-621-3362. If you use a relay service, such as video relay (VRS), captioned telephone or other service, give FEMA the number for that service.

#### **6. Know All Options Available to Submit Your Appeal**

Your appeal documentation or the Individuals and Households Program Appeal Request form may be submitted by fax, by mail or in-person at a Disaster Recover Center, or if you have a FEMA online account, upload your documents electronically. To set up a FEMA online account, visit [DisasterAssistance.gov](https://DisasterAssistance.gov), click on "Check Status" and follow the directions.

- By mail: FEMA, P.O. Box 10055, Hyattsville, MD 20782-7055
- By fax: 800-827-8112, Attention: FEMA
- In-person: Visit any Disaster Recovery Center to submit your appeal. Find a center here: [fema.gov/DRC](https://fema.gov/DRC).

