

**INDIVIDUALS AND HOUSEHOLDS PROGRAM (IHP)
APPEAL REQUEST**

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0061). **NOTE: Do not send your completed form to this address.**

PRIVACY ACT STATEMENT

AUTHORITY: The Privacy Act of 1974 protects your rights as to how FEMA uses and shares your information with entities such as states, tribes, local governments, and other organizations. The Stafford Act and other laws allow FEMA to collect information to determine eligibility and provide assistance as a result of a Presidentially declared disaster.

PRINCIPAL PURPOSE(S): FEMA collects and maintains your information in order to respond to any inquiries or appeals regarding financial assistance eligibility decisions under a Presidentially declared disaster. Additionally, FEMA may review your information for quality assurance purposes to assess FEMA's disaster assistance customer service.

ROUTINE USE(S): FEMA may share the personal information of U.S. citizens and lawful permanent residents contained in their disaster assistance files outside of FEMA as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended, and as detailed in the following Privacy Impact Assessment: DHS/FEMA/PIA-049 Individual Assistance (IA) Program (Jan. 11, 2018). This includes sharing your personal information with Federal, State, Tribal, local agencies and voluntary organizations to enable individuals to receive additional disaster assistance, to prevent duplicating your benefits, or for FEMA to recover disaster funds received erroneously, spent inappropriately, or through fraud as necessary and authorized by routine uses published in DHS/FEMA-008 Disaster Recovery Assistance Files System of Records Notice, 87 Fed. Reg. 7852 (Feb. 10, 2022), and upon written request, by agreement or as required by law as well as DHS/FEMA/PIA-057 Individuals and Households Program Equity Analysis (June 30, 2022) which allows collection and analysis of information from FEMA applicants to ensure the equitable and impartial distribution of supplies, processing of applications, and performance of other relief and assistance activities, in accordance with Section 308(a) of the Stafford Act, which prohibits discrimination on grounds of race, color, religion, nationality, sex, age, disability, English proficiency, or economic status.

DISCLOSURE: The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent you from receiving FEMA benefits.

If you disagree with FEMA's decision regarding disaster assistance, you have the right to appeal. To appeal, you need to send FEMA documents that show why you need assistance that FEMA hasn't approved, or if you need more money than FEMA gave you. Documents you can send include receipts, bills, repair estimates, contractor estimates, property titles, or deeds, that show why you need more help. You can use this form to give FEMA additional information that we should consider or to clarify anything in the documents that helps FEMA understand why the documents you sent show that you need assistance. Please read the decision letter FEMA sent to you for examples of the documents you should send to appeal FEMA's decision. You may also call FEMA's Helpline at 1-800-621-3362 for more information.

Note: This form is optional. You can write and sign your own explanation to send with your documents, or you can just send the documents that explain why you need more assistance without an additional explanation.

Appeals must be postmarked or submitted within 60 days of the date on your disaster assistance eligibility notification letter. Make sure you write your name, disaster number, and FEMA application number on all additional documents you send to FEMA. Supporting documents such as receipts, bills, and/or estimates must include contact information for the service provider. This completed form and supporting documentation can be submitted by:

Upload to:

www.DisasterAssistance.gov
Click "Check Status" on the Home Page
and follow the instructions

Fax to:

800-827-8112
Attn: FEMA

Mail to:

FEMA
P.O. Box 10055
Hyattsville, MD 20782-8055

1. FEMA APPLICATION NUMBER		2. DISASTER #	
3. APPLICANT NAME (LAST, FIRST, MI)		4. PRIMARY PHONE NUMBER	
5. DAMAGED ADDRESS (NO., STREET, AND APT/LOT/UNIT NO.)	CITY	STATE	ZIP CODE
6. CURRENT MAILING ADDRESS (NO., STREET, AND APT/LOT/UNIT NO.)	CITY	STATE	ZIP CODE

Explanation/Reason for Appeal: Please explain the portion of FEMA's decision you disagree with and why. If applicable, please explain how your documentation supports your appeal request. *Note: Additional pages may be attached.*

Applicant/Co-Applciant Signature

Date

You will receive a decision letter from FEMA within **90** days of FEMA's receipt of your appeal.

To check the status of your appeal, visit www.DisasterAssistance.gov and select *Check Your Application Status*, or call FEMA's Helpline at 800-621-3362 (TTY: 800-462-7585). If you use a relay service, such as your Videophone, InnoCaption or CapTel, please provide your specific number assigned to that service. It is important that FEMA is able to contact you, and you should be aware phone calls from FEMA may come from an unidentified number.

This form is intended to assist you in submitting appeals but is not required.