



Legal Services  
of  
New Jersey

## How to Appeal a Decision from FEMA



Toll Free: 888-222-5765

[www.lsnjlawhotline.org](http://www.lsnjlawhotline.org)

If FEMA denies you any assistance, or provides less than you think you qualify for, you can appeal the decision within 60 days of the date on your determination letter. The appeal is a review of your file and other additional evidence submitted. There is no in-person hearing. Your appeal letter should include:

- |  |   |
|--|---|
| 1. Your full name;   | 5. The address where the damage occurred; |
| 2. Your FEMA application number;                                 | 6. Your current address;                  |
| 3. The disaster number shown at the top of your decision letter; | 7. All contact telephone numbers;         |
| 4. Your date and place of birth;                                 | 8. Why you think FEMA was wrong; and      |
|  | 9. Your signature.                        |

*In addition*, your letter must be either notarized, include a copy of a state issued identification card, or include the following statement, "I hereby declare under penalty of perjury that the foregoing is true and correct." If someone other than you is writing the letter, a statement that saying that that person may act for you. Include any documents to assist you with your appeal, such as but not limited to, pictures or affidavits. Keep copies of what you submit. Have proof that you sent the appeal on time, such as a certified mail return receipt or a fax confirmation.

Mail your appeal to:

FEMA  
National Processing Service  
Center  
P.O. Box 10055  
Hyattsville, MD 20782-7055

Fax your appeal letter to:

(800) 827-8112  
Attention: FEMA

**KEEP YOUR APPLICATION NUMBER, EVEN IF YOU ARE DENIED.**

**You may need it to apply for future disaster relief programs that the government may offer.**

If you were denied because someone you were living with before the storm also applied for FEMA, ask for the applications to be unlinked. FEMA may consider separate applications for those who lived together pre-disaster but who are now split up a result of the storm. FEMA can also consider separate applications if the assistance provided is not shared, or if the new residence is too small, or if the shared assistance causes undue hardship.

If you were denied because of "insufficient damage," ask for a re-inspection. You can still file an appeal, and you can withdraw your appeal if the denial is reversed.

If you are denied again, follow the above process to ask for reconsideration.

The Legal Services of New Jersey Hurricane Sandy Legal Assistance Hotline is open Monday through Friday, 8:00 a.m. to 5:30 p.m. You may also apply for Legal Services online at [www.lsnjlawhotline.org](http://www.lsnjlawhotline.org).  
You will receive a response within 2 business days.

