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**WHAT TO SUBMIT FOR A FEMA SERIOUS NEEDS ASSISTANCE ($750) APPEAL**

1. ***FEMA Form Appeal Request***

Fill in all boxes on page 1: your name, address, pre-Helene address, phone number, disaster number (FEMA-4827-DR-NC), and registration number for application. Sign on page 2. If you wish, you can write your narrative in the blank on page 2 (see below).

1. ***FEMA Authorization for the Release of Information Under the Privacy Act Form***

Submit this form with your appeal. Fill in your name at the top. In Section A fill in your name and the names of anyone you want to access your FEMA information. Check the first two boxes in Section B and, as you wish, any others, as applicable. Sign the form.

1. ***Photocopy of Government-issued identification***
2. ***Narrative or Declaration***

You can either:

1. Write this on page 2 of the Appeal Request above, or
2. Submit it as a separate Declaration/Letter using the template provided by Pisgah Legal Services.

When writing your narrative or declaration include the following:

If you were displaced from your home (even for a day), describe. If you are willing or wanting to shelter elsewhere temporarily, say so.

Describe all home damage, even minor, including loss of utilities. Describe loss of water as home damage. (*E.g.*, My home was damaged in that I lost water service for \_\_ days and potable water for \_\_\_ days).

Describe all other home damage and disruption to life, job, *etc*., because of home issues (including water).

Describe all items bought due to the emergency of Helene. List everything**:** gas, bottled water, baby supplies, personal hygiene items, cleaning supplies, child-care items, buckets, etc.

Present a narrative of Helene generally. Describe all that happened to disrupt your life.

**HOW TO SUBMIT YOUR APPEAL**

Submit documents, ideally within 60 days, in one of the ways below. 60 days is the rule even if you have missed that deadline, go ahead and submit your appeal.

1. ***Mail*:**

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

**2. *Fax*:** 800-827-8112.

**3. *Upload to Your FEMA Portal***

[www.DisasterAssistance.gov](http://www.DisasterAssistance.gov)

**NOTES**

If it is not clear you have been denied, you might want to respond to any outstanding correspondence in your portal before appealing. You can use the template letter to respond to the correspondence and then list expenses and other aspects of disruption caused by Helene and deleting any reference to an appeal. If your application has been “pending” for a long time with no action, you can also upload a version of the letter deleting references to an appeal.

If you share an address with people with whom you do not share a household, add a paragraph explaining why FEMA should consider you separate households (*e.g.*, no shared expenses, individual responsibility for rent and utilities, separate childcare costs, separate food, as applicable.).

It cannot hurt to handwrite or type your name, application number, and last 4 digits of your social security number on every page you submit.