

**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.

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

Submit this form with your appeal if you want anyone else (family member, friend or someone else assisting you) to be able to access your account and communicate with FEMA about your appeal. In Section A fill in your name and the names of anyone you want to access your account. 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