

FEMA Application No.
Disaster No.

CLIENT NAME
PRE-DISASTER ADDRESS

VERMONT LEGAL AID, INC.

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REQUEST FOR EXPLANATION OF FEMA APPEAL DECISION

FEMA Application Number:

Disaster Number:

Applicant Information:

Name:
Date of Birth:
Place of Birth:
Social Security Number:
Pre-Disaster Address:
Post-Disaster Address:
Telephone:
Alternate Telephone:
E-mail:

Attorney Information:

INFO

* *Authorization to Release Information & Consent to Representation form is enclosed.*

Dear FEMA Appeals Officer:

On DATE, CLIENT submitted an appeal of FEMA's decision on his application for assistance. FEMA denied the appeal without providing any explanation for the basis of the agency's decision. On behalf of CLIENT, I am requesting an account of the factual basis for FEMA's decision and the regulations and policies underlying the decision.

In *Ridgely v. FEMA*, the Fifth Circuit Court of Appeals encouraged FEMA to provide applicants with more information on the agency's decisions:

FEMA could measurably improve the navigability of its processes by providing applicants with more understandable explanations of its ineligibility

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determinations. Until a disappointed applicant is informed of the reasons that FEMA believes him to be ineligible for assistance, including the factual basis underlying that decision, he simply has no way to “test the veracity of the agency’s findings against him.” *Billington v. Underwood*, 613 F.2d 91, 94 (5th Cir. 1980).

512 F.3d 727, 741 (5th Cir. 2008).

CLIENT plans to submit another appeal, but the denial notice sent by FEMA does not give him enough information to do so effectively. Please forward such an explanation and copies of any and all documents and records in CLIENT’s file.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact me at CONTACT INFO.

Sincerely,

YOU, Esq.