

What YOU can do to help speed the process for the review of your PERF Application

In order that the Postal Employees' Relief Fund can proceed to complete the review and present your case at a scheduled Executive Committee Meeting for approval of the review, below is the list of the **PERF—Required Documentation** that necessary and should be submitted along with your Application for a Relief Grant.

REQUIRED DOCUMENTATION:

1. If you are a victim of a Natural Disaster you must submit copies of the Federal Emergency Management Agency (FEMA) relief grant decision documentation. This includes—rental assistance, personal property, home repair, transportation, denial, etc.
2. Homeowners are generally required to carry insurance on their home by their mortgage company to protect structural loss along with your personal property. Supporting documentation of your insurance company claim information is required to determine value of loss (e.g. adjusters report/claim amount and requires approval/denial decision, as well as the value of your home) this is required by PERF in order that we too can determine the balance of loss.
 - a. If your Insurance Company excluded this type of incident (disaster you've listed on your PERF Application) you must provide a copy of the exclusionary clause or their letter of denial.
 - b. If you did not carry Insurance or did not submit a claim, you must submit a written letter of explanation.
3. If you have no supporting documentation from your insurance carrier available to support the loss because you did not have coverage for this particular disaster, or receive a summary sheet—two contractor estimates of repair/replacement for each identical job is required by PERF.
4. If you are performing the work or the work has been completed, copies of the receipts will be accepted.
5. If your Application includes Vehicle(s) damaged or totaled it is required that you submit a copy of your Automobile Insurance payment/denial or written letter from you that you carried Liability Insurance only. As well as the following information for each vehicle listed on your application:

YEAR: _____ Make: _____ Model: _____ Condition: _____ Mileage: _____

6. An itemized listing of personal property “contents” damaged/destroyed along with the value of each individual item listed to support the dollar amount claimed on your PERF Application.
 - Photographs of damaged structure and personal property (no more than a dozen). **Please note: DVD's and email attachments are not acceptable.**
 - If you are a Retired Postal Employee—you must submit a copy of your FORM 50 (Notice of Personnel Action) that was provided to you at the time of your retirement.