

# POSTAL EMPLOYEES' RELIEF FUND

PO Box 7630 Woodbridge VA 22195

Voice Mail: (202) 408-1869 • email: [perf10268@aol.com](mailto:perf10268@aol.com) • [www.postalrelief.com](http://www.postalrelief.com)

## APPLICATION FOR RELIEF GRANT

### PERSONAL INFORMATION:

DATE OF LOSS: \_\_\_\_\_ TYPE OF DISASTER: \_\_\_\_\_

FULL NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CURRENT MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS OF PRIMARY RESIDENCE SUSTAINING DAMAGE: [ ] OWNED [ ] RENTED

\_\_\_\_\_  
\_\_\_\_\_

*It is your responsibility to ensure PERF is advised of any change in your mailing address*

USPS EMPLOYMENT STATUS: [ ] ACTIVE EMPLOYEE [ ] RETIRED-*Must include copy of USPS Form 50*

NAME & ADDRESS OF USPS FACILITY ASSIGNED: \_\_\_\_\_  
\_\_\_\_\_

WORK PHONE: \_\_\_\_\_ NORMAL HRS OF WORK: \_\_\_\_\_

CRAFT/MANAGEMENT POSITION: \_\_\_\_\_

UNION/MANAGEMENT ORGANIZATION THAT REPRESENTS YOU: \_\_\_\_\_

### HOME AND VEHICLE INSURANCE INFORMATION:

PROVIDE THE NAME(S) OF YOUR INSURANCE COMPANIES (REGARDLESS IF THEY COVERED THIS LOSS):

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ POLICY #: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ POLICY #: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ POLICY #: \_\_\_\_\_

DO YOU HAVE INSURANCE TO COVER ANY OF THIS LOSS? [ ] YES [ ] NO

IF YES, HAVE YOU SUBMITTED AN INSURANCE CLAIM? [ ] YES [ ] NO

HAS IT BEEN APPROVED, DENIED, OR IS IT STILL PENDING? \_\_\_\_\_

IF APPROVED, WHAT AMOUNT DID YOU RECEIVE? \_\_\_\_\_

(Submit copies of approval and/or denial documents)

FIRE OR POLICE DEPARTMENT RESPONDING (IF ANY): \_\_\_\_\_

*(INCLUDE A COPY OF THE REPORT WITH YOUR APPLICATION)*

DID YOU APPLY FOR A FEMA RELIEF GRANT? \_\_\_\_\_ IF NOT, EXPLAIN \_\_\_\_\_

IF YOU DID, HAS YOUR REQUEST BEEN APPROVED, DENIED OR IS IT STILL PENDING? \_\_\_\_\_

FEMA DISASTER NUMBER AND/OR NAME: \_\_\_\_\_

IF IT WAS APPROVED, WHAT AMOUNT WAS YOUR RELIEF GRANT? \$ \_\_\_\_\_

*(INCLUDE COPY OF DOCUMENTATION SPECIFYING PAYMENT AMOUNT AND REASON OR DENIAL)*

**LIST AND ATTACH DOCUMENTATION OF ANY ADDITIONAL INSURER(S) OR ANY RELIEF AGENCY THAT YOU RECEIVED ASSISTANCE FROM, OR TO WHICH A CLAIM FOR DAMAGES TO THE AFOREMENTIONED PROPERTY HAS BEEN SUBMITTED AND WHETHER PAYMENT OR GRANT HAS BEEN MADE AND IN WHAT AMOUNT?:**

NAME: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

NAME: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

**DAMAGE/LOSS ESTIMATE TO YOUR STRUCTURE AND PERSONAL PROPERTY:**

STRUCTURE: \$ \_\_\_\_\_

PERSONAL CONTENTS: \$ \_\_\_\_\_

VEHICLE(S): \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**VEHICLE(S) CLAIMED:**

YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ CONDITION: \_\_\_\_\_ MILEAGE: \_\_\_\_\_

YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ CONDITION: \_\_\_\_\_ MILEAGE: \_\_\_\_\_

INCLUDED IS A LISTING OF ALL PERSONAL PROPERTY WITH VALUE OF EACH ITEM

PHOTOGRAPHS OF DAMAGED PROPERTY ARE ENCLOSED  
(Please print your name & address on back of each photo)

**YOU MUST SIGN AND DATE THE FOLLOWING STATEMENT:**

*I hereby certify that the information provided herein is true and accurate. I am also aware that any statements made herein which are willfully false are subject to penalty under applicable state and federal laws. Submission of this request does not entitle me to a claim against the Postal Employees' Relief Fund, but only constitutes a request for assistance.*

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

Mail Application and supporting documents and photos directly to:

POSTAL EMPLOYEES' RELIEF FUND  
PO BOX 7630  
WOODBIDGE VA 22195

If you have questions, call (202) 408-1869, or email: [perf10268@aol.com](mailto:perf10268@aol.com)

*See Eligibility Criteria for further information*

# Postal Employees' Relief Fund

## ELIGIBILITY CRITERIA

*(Effective for disasters/fires occurring on or after August 28, 2005)*

Relief grants will be considered for property damage sustained to a *primary residence* due to a major natural disaster such as but not limited to a hurricane, flood, tornado, wildfire, or earthquake; and also for property damage as the result of an isolated house fire that occurred on or after December 18, 2003.

1. Applicants must be: (1) Employees of the Postal Service who are on the rolls at the time of the disaster causing their loss. Or (2) Retired postal employees as exhibited by PS Form 50 (Notice of Personnel Action) and are a victim of a specified disaster on or after December 18, 2003.
2. Content and structural losses must be suffered directly by the requesting postal employee and/or the employee's spouse. Content loss of family members who reside in the same household owned or rented by the postal employee may be included. Only personal property items and structural damage that are not fully covered by insurance, replacement warranty or other relief payments will be considered. Only one request for relief will be considered per family residing in the same principal place of residence, regardless of the number of eligible persons residing in a household.
3. Based on *value at time of loss*, covered items eligible for reimbursement shall include principal dwelling and/or garage, motor vehicles, and content items such as but not limited to; household appliances, furniture, fixtures, window treatments and linens, clothing, food, toiletries and medicine and other day-to-day living items deemed reasonable as per the PERF Executive Committee Guidelines.
4. In those instances where insurance covers partial reimbursement for any of the above, the balance of loss is considered the amount after insurance and other relief grants have been paid.
5. PERF is intended to assist postal employees in replacing personal items *relied on for day-to-day living*. The following types of personal property will be excluded from the PERF applicant's balance of loss and will not be considered in the PERF relief grant calculation: Decks, landscaping, pools, fencing, docks, bridges, recreational vehicles (e.g. dirt bikes, RV's, jet-skis, boats, etc.) or recreational personal items (e.g. bars, pool/game tables, outdoor furniture, golf clubs, fishing gear/tackle, etc.) and weapons, luxury items, memorabilia, hobby and decorative items and collections (e.g. furs, jewelry, china, antiques, stamps, coins, etc.)
6. Those applicants who were eligible to apply for FEMA assistance as a result of a "declared" disaster and who did not apply will be subject to a \$5,000 reduction from their balance of loss.

*(Adopted by PERF Executive Committee 6/21/06)*