

605—11.3(29C) Application for assistance. To request assistance for disaster-related expenses, the household shall complete the online form and submit it within 45 days of the disaster proclamation to the contracted administrative entity.

11.3(1) Application forms are available from an approved administrative entity, as well as the website of the department at homelandsecurity.iowa.gov.

11.3(2) The application shall include:

a. A declaration of the household's annual income, accompanied by a current pay stub, W-2 form, or income tax return.

b. An authorization to release confidential information to personnel involved in administering the program.

c. A certification of the accuracy of the information provided.

d. An assurance that the household had no insurance coverage for claimed items.

e. A commitment to refund any part of a grant awarded that is duplicated by insurance or by any other assistance program, such as but not limited to local community development groups and charities, the Small Business Administration, or the Federal Emergency Management Administration.

f. A short, handwritten narrative of how the disaster event caused the claimed loss, including an itemized list of items damaged by the disaster.

g. A copy of a picture identification document for the adult applicant.

h. When vehicle damage is claimed, current copies of the vehicle registration and liability insurance card.

11.3(3) The application period may be extended beyond 45 days through an extension of the governor's disaster proclamation. If the forty-fifth day falls on a Saturday, Sunday, or holiday, the deadline is moved to the following business day.

11.3(4) Only one application will be accepted per household. Duplicate applications will be denied.

11.3(5) Applicants must respond to requests for information within 21 days or the application will be denied. If an application is denied because a client does not respond to a request for documentation, the applicant has 30 days from the date on the notice letter to submit documentation or the case cannot be reopened.

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