



FEMA

April 13, 2022

MEMORANDUM FOR: Individual Assistance Branch Chiefs Regions I-X

FROM: Blair McDonald      BLAIR B  
Deputy Director (A)      MCDONALD      Digitally signed by  
Individual Assistance Division      Date: 2022.04.13  
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SUBJECT: Disaster Case Management – Policy Waiver  
Period of Performance Extension

This memorandum is to inform you of a partial waiver to the Individual Assistance Program and Policy Guide (IAPPG) on extensions to the period of performance (POP) for Disaster Case Management (DCM) federal awards. According to the IAPPG, Chapter 4, Section III, states, tribes, and territories are allowed “a 90-day extension to the period of performance”<sup>1</sup> beyond the first 24 months from the date of declaration of a major disaster with Individual Assistance (IA declaration).

The policy waiver will allow Regional Administrators to approve cumulative POP extension(s) for up to one year, or a total of 36 months from the IA declaration date. The length of these extensions will be determined by the applicable Regional Administrator, as best serves the interests of the public. Additional extensions beyond one year may only be approved in exigent circumstances by the Individual Assistance Division Director (IADD).

Any FEMA Region allowing for such extensions must ensure the state, tribe, or territory meets the following requirements before approving further extensions:

- Reasonable and thorough justification demonstrating both the continued need and benefit for services and a plan of action for the use of the extended time are submitted along with any requests for extension; and
- All programmatic and fiscal reporting is up to date prior to any approval determination.

This policy waiver will remain in place until a new policy is published or additional guidance is distributed as determined by the IADD.

For any further questions or clarification, please contact FEMA Headquarters (HQ) Community Services Section Team Lead, Rebekah Kennedy at [Rebekah.Kennedy@fema.dhs.gov](mailto:Rebekah.Kennedy@fema.dhs.gov).

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<sup>1</sup> FP 104-009-03: Individual Assistance Program and Policy Guide, Version 1.1, May 2021, Chapter 4, Section III

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