

## **LUCA Feedback User Guide Supplement**

### **Appeals Staffs Address**

Participants must submit their Appeal address materials to the Appeals Staff via regular or Express Mail or overnight delivery service, and must keep a record of the date it mails these materials. The “filing date” for the Appeal is the date the Appeal is postmarked or the date it is shipped by the delivery service. All Appeals filed after the deadline (30 calendar days from the date you receive your feedback materials) will be denied as untimely. If using FedEx or another delivery service not affiliated with the USPS, use the Direct Deliveries address identified below.

#### **Direct Deliveries (FedEx, UPS):**

LUCA Appeals Staff  
Room 3H160  
4600 Silver Hill Rd.  
Suitland, MD 20746-7199

#### **Mail Address (USPS):**

LUCA Appeals Staff  
Room 3H160  
4600 Silver Hill Rd.  
Washington, DC 20233-7199

### **Appeals Staff Phone Number**

You may direct questions about the appeal process to the LUCA Appeals Staff toll free at 1-877-898-6880.