

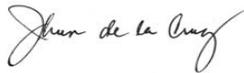


FEMA

W-10093

October 28, 2010

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators and the National Flood Insurance Program (NFIP) Servicing Agent

FROM: 
Jhun de la Cruz
Branch Chief, Underwriting
Risk Insurance Division

SUBJECT: Submit for Rate (SFR) File Review

Effective immediately, NFIP WYO insurance companies and the NFIP Servicing Agent are no longer required to submit underwriting files on all Submit for Rate (SFR) cases to the NFIP Bureau.

FEMA believes that the current process, which requires 100 percent of SFRs submitted to be reviewed for quality control, is no longer necessary. Instead, FEMA Underwriting will perform a spot check of the underwriting and rating of new business SFRs from those that are reported through the Transaction Record Reporting and Processing plan.

Within 15 working days of review notification, companies must forward to FEMA the underwriting files for those policies selected for review. The files must include copies of the Flood Insurance Application for coverage, the Elevation Certificate, photographs, the SFR worksheet, and, if applicable, the Elevated Building Determination Form, building plans, and variance statement.

FEMA will send written notice of any errors found during the underwriting and rating review, and the company's written response must address specific error resolution.

WYO Companies and the NFIP Servicing Agent should continue to send cases concerning FEMA Special Rates and V-Zone Risk Factor rating to the NFIP Bureau for handling, as well as any questions regarding SFRs.

If you have any questions, please contact the NFIP Bureau Underwriting Unit.

cc: Vendors, IBHS, FIPNC, FEMA Regions, Government Technical Representative

Suggested Routing: Underwriting Staff, Data Processing