



**FEMA**

W-15035

July 24, 2015

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

*Lloyd A. Hake*

FROM: Lloyd A. Hake  
Division Director  
Risk Insurance Division

SUBJECT: Implementing Program Changes

As part of the continuing effort to ensure that system changes required to implement program changes are properly and timely implemented, FEMA is requesting all WYO Companies do the following:

- Implement all systems changes at least 60 days prior to the effective date of a program change. This will ensure that WYOs have completed necessary system programming in time to issue renewal offers at least 45 days prior to the policy expiration date.
- Submit sample files that demonstrate the implementation of the program change 30 days prior to the effective date of the program change. FEMA will provide guidance on the sample files the WYOs will submit in the Bulletin implementing a program change.

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Required Routing: All Departments