




FEMA

W-16025

April 11, 2016

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

FROM: 
David I. Maurstad
Assistant Administrator for Federal Insurance
Federal Insurance and Mitigation Administration

SUBJECT: Delayed Transaction Records Reporting and Processing for April 1, 2016, Program Changes

WYO Companies and the Direct Servicing Agent (DSA) should delay submitting the Transaction Records Reporting and Processing (TRRP) transactions related to the April 1, 2016 Program Changes by one month. WYOs and the DSA should submit any policy transactions (New Business, Renewals, Policy Reinstatements, Endorsements, and Policy Corrections) with policy effective dates on or after April 1, 2016 with the May 2016 data submissions, which are due by 8:00 a.m. (ET) on June 12, 2016. This also includes any claim transactions related to policies with April 2016 effective dates.

The one-month delay does not apply to financial data submissions. WYOs and the DSA should submit financial data on the normal scheduled dates for the applicable data cycles. We are aware that there could be major discrepancies between the financial and statistical data submissions due to the one-month delay; however, we will work closely with the WYO Companies and the DSA to resolve these discrepancies.

The NFIP Legacy system is not ready to capture the new data elements introduced for April 2016. If you have already submitted early April 2016 TRRP transactions, you must submit policy correction transaction ('23A') for those policies effective on or after April 1, 2016 with the May 2016 data cycle. WYOs who cannot process policy correction transactions should submit non-money endorsements ('20A') with endorsement effective dates as of the inception of a New Business ('11A') or Renewal ('17A') that have policy effective dates on or after April 1, 2016.

It is possible there will be an increase in errors on early TRRP submissions due to the one-month delay. As is customary with any program changes, the NFIP Legacy Systems Services (LSS) will re-edit all policies following the May 2016 data cycle and remove any errors caused by early reporting.

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Please continue to use the current record layouts to report all transactions, including new business and renewals, through the April 2016 data cycle. Beginning with the May 2016 data cycle, independent companies and vendors should use the new record layouts for all transactions revised for April 2016.

Please reference Bulletin W-15046, dated October 1, 2015, for guidance on the new record layouts and other changes effective April 1, 2016.

We appreciate your full support. If you have any questions or concerns, please contact your LSS WYO Business Analysts at: Business-Analysts@nfipstat.fema.gov.

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Required Routing: Accounting, Data Processing, Marketing, Underwriting