



FEMA

W-06023

April 7, 2006

MEMORANDUM TO: Write Your Own (WYO) Principal Coordinators and the  
NFIP Servicing Agent

A handwritten signature in black ink, appearing to read "James S. P. Shortley".

FROM: James S. P. Shortley  
Director of Claims  
Mitigation Division

SUBJECT: Special Allocated Loss Adjustment Expenses (SALAE)

The Federal Emergency Management Agency (FEMA) requires that all WYO companies submit expense notifications to FEMA of potential litigation against the NFIP.

Effective immediately, all SALAE that require review and approval must be sent to Sue Woods, FEMA Insurance Examiner. It should be noted that, although Ms. Woods is available to review and approve litigation costs, the ultimate responsibility for assistance in all litigation and legal matters continues to rest with FEMA's Office of General Counsel. Please direct your files to:

Sue Woods  
FEMA Insurance Examiner  
Federal Emergency Management Agency  
Room 433  
500 C Street, SW  
Washington, DC 20472

If you have any questions, please contact Ms. Woods at (202) 646-3360.

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Suggested Routing: Accounting, Claims, Legal, Underwriting