

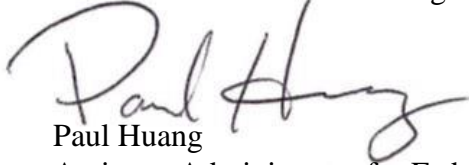


FEMA

W-19004

April 1, 2019

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

FROM:   
Paul Huang  
Assistant Administrator for Federal Insurance  
Federal Insurance and Mitigation Administration

SUBJECT: October 1, 2019, Program Changes

This memorandum provides notification of the changes that the NFIP will implement effective October 1, 2019. FEMA will implement these changes by modifying the *NFIP Flood Insurance Manual*, Pivot System of Record reporting, and the *Specific Rating Guidelines* document.

Program changes effective October 1, 2019, are as follows:

- Requirement for insurers to report the Agency National Producer Number (NPN) and the Agent NPN for all new business with a policy effective date on or after October 1, 2019;
- Updated *Specific Rating Guidelines* to include rates for above-grade enclosures (hanging floors and mid-level entries) and non-elevated, non-residential structures with below-grade pit areas (e.g., oil pits);
- Updated Community Rating System (CRS) Eligible Communities list.

Please see Attachment A, Summary of the NFIP October 2019 Program Changes, for details of these upcoming program changes. The *NFIP Transaction Record Reporting and Processing Plan and Edit Specifications* will not be updated for this change. Rather, the initial *Pivot User Procedures Manual* will incorporate this information.

The NFIP plans to publish the rates for the *Specific Rating Guidelines* by June 1, 2019, and the updates to the *Flood Insurance Manual* and CRS Eligible Communities list by August 1, 2019.

Program changes announced in this memorandum are subject to change.

Attachment

October 1, 2019, Program Changes

April 1, 2019

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cc: Vendors, IBHS, FIPNC, Government Technical Representative

Required Routing: Accounting, Claims, Data Processing, Marketing, Underwriting

**ATTACHMENT A**

**SUMMARY OF THE NFIP PROGRAM CHANGES  
EFFECTIVE OCTOBER 1, 2019**

# **National Flood Insurance Program**

October 1, 2019, Program Changes: A Summary

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FEMA intends to make the changes outlined in this bulletin apply to policies issued or renewed on or after October 1, 2019. The changes listed below are subject to change.

## **1. Reporting Requirement for National Producer Numbers**

FEMA will require NFIP insurers to collect and report the Agency and Agent National Producer Numbers (NPNs) in the PIVOT system for all new business transactions with a policy effective date on or after October 1, 2019. The NPN is a unique National Association of Insurance Commissioners (NAIC) identifier assigned through the licensing application process or the NAIC reporting systems to individuals and business entities engaged in insurance-related activities regulated by a state insurance department. The NPN is up to a 10-digit number, without leading zeros.

For renewal transactions with a policy effective date on or after October 1, 2019, the insurer may begin reporting the Agency and Agent NPNs, but they will not be required until a later date. If an NPN is less than 10 digits, insurers must use leading zeros to populate the full 10-digit numeric field in the PIVOT system.

Insurers may collect the Agency and Agent NPNs by using the Agency Number and Agent's Tax ID fields on the Flood Insurance Application and other forms.

## **2. Specific Rating Guidelines Updates**

FEMA will publish rates in the Specific Rating Guidelines for elevated buildings that have an above-grade enclosure (hanging floors or mid-level entries) and for non-elevated, non-residential structures that have below-grade pit areas (e.g., oil pits). NFIP insurers may quote and process policies effective on or after October 1, 2019 for these building types using the Specific Rating Guidelines. FEMA will publish the updated Specific Rating Guidelines by June 1, 2019.