

ESF#4 FEMA Billing Roles and Responsibilities

Role of the National Office (NIFC):

- Issue policy and guidance
- Provide charge code crosswalk to State POC's
- Send request to State POC's for missing documentation
- Compile documentation and submit billing to FEMA for reimbursement
- BV costs not supported by documentation back to the applicable unit
- Statistical reporting

Role of the State Point of Contact (POC):

- Ensures ESF#4 policy (IM) is thoroughly distributed within their respective state
- Provide guidance on policy as stated in the IM to field offices
- Provide proper charge code per crosswalk
- Screen and filter documentation to ensure what is forwarded to FA107 is complete (proper and legible) as outlined in the IM. Only necessary documents should be sent
- Review MIS reports, collect and submit documentation to FA107 on an ongoing basis (no less than once a month)
- Responds to request from the National Office for missing documentation in a timely manner

Role of the Individual:

- Follow Employee Checklist (Attachment 3)
- Provide legible and accurate documentation to State POC immediately upon return from the incident
- Submit credit card statements through the respective supervisor for adjustments (within 5 working days of receipt).