

DATE: August 20, 2024

TO: Members of the Houston Firefighters’ Relief and Retirement Fund

FROM: Member Services

The Deferred Retirement Option Plan (DROP) policies and procedures adopted by the Fund’s Board of Trustees establish deadlines for the DROP application process. These deadlines have been created to ensure the efficient and timely processing of all DROP applications. Please be advised that **these deadlines will be strictly followed.**

A DROP applicant must schedule an appointment for a DROP counseling session *no later than 45 days before* the effective date of his or her DROP participation and must submit the completed DROP application *at least 30 days in advance* of his or her DROP effective date. Below are the deadlines for the calendar year 2025.

2025 DROP Calendar

| If you want to enter DROP on: | You must complete a DROP Counseling Session* no later than: | You must submit your DROP Application no later than: |
|--------------------------------------|--|---|
| January 1 | November 17** | December 2** |
| February 1 | December 18** | January 2 |
| March 1 | January 15 | January 30 |
| April 1 | February 15 | March 2 |
| May 1 | March 17 | April 1 |
| June 1 | April 17 | May 2 |
| July 1 | May 16 | June 2 |
| August 1 | June 17 | July 2 |
| September 1 | July 18 | August 1 |
| October 1 | August 18 | September 1 |
| November 1 | September 17 | October 2 |
| December 1 | October 17 | November 3 |

*A DROP Counseling Session is required before an application can be issued or accepted. To schedule an appointment, please contact the Fund and ask for a Member Services Representative at (281) 372-5100 or (800-666-9737).

**2024