

**DATE:** October 7, 2009

**TO:** Members of the Houston Firefighters' Relief and Retirement Fund



**FROM:** Ted Downing, Secretary

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

A PROP applicant must schedule an appointment for a PROP counseling session *no later than 45 days before* the effective date of his or her PROP participation, and must submit the completed PROP application *at least 30 days in advance* of his or her PROP effective date. Below are the deadlines for calendar year 2010.

### 2010 PROP Calendar

<b>If you want to enter PROP on:</b>	<b>You must complete a PROP Counseling Session* no later than:</b>	<b>You must submit your PROP Application no later than:</b>
January 1	November 17**	December 1**
February 1	December 18**	December 31
March 1	January 15	January 29
April 1	February 12	March 2
May 1	March 17	April 1
June 1	April 16	April 30
July 1	May 17	June 1
August 1	June 17	July 2
September 1	July 16	August 2
October 1	August 17	September 1
November 1	September 17	October 1
December 1	October 15	November 1

*\*A PROP 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.*

**\*\*2009**

