

***The DROP Entry Process for
Members of Fairfax County Uniformed Retirement System***

1. **Within 1 year of retirement eligibility:**

- Contact Retirement Administration Agency (RAA) to obtain a **Benefit Estimate**.

2. **Determine whether you plan to Retire or Enter DROP**

If you plan to **retire**, please review the information sheet called the "Retirement Process". (See reverse) →

If you are considering **DROP entry**, please review the DROP Video and follow the steps below. ---↓

3. **Request a Copy of the DROP video or DVD from the Employee Lending Library**

- a. Call 703-324-8318 for video or dvd or
- b. E-mail John Kiefman for video or dvd

4. **Within 6 months of intended DROP Entry**

- Contact Larry Little to schedule DROP Entry Counseling at 703-279-8213 or by e-mail

5. **Within 2-3 Months of DROP entry (once all forms are completed):**

- Return your completed DROP entry forms in person or return them via **mail**. If you choose to drop them off during our walk-in hours of 11:00am-2:00pm, one of our staff can verify that all the requested information is complete so your application can be processed without delay.

Please Note: You must apply for **DROP entry at least 60 days prior** to your requested DROP Entry date. See DROP Application Schedule for specific dates.

You must make your Joint and Survivor election at the time of application for DROP Entry. You do not make any benefit elections until DROP Exit!

6. **45-60 Days after DROP Entry Date:**

- Welcome to DROP Letter and Calculation Worksheet** will be mailed to you within this time frame.
- Quarterly DROP Statements** will be mailed to your home address in January, April, July and October.

7. **DROP Exit Arrangements** should be made 60 days or more prior to your retirement/DROP exit date. **DROP members must exit the DROP no later than 3 years after DROP entry.**

- Complete DROP Exit Application
- Arrange DROP Exit Counseling to determine post-retirement benefit options

Retirement Administration Agency
10680 Main Street, Suite 280, Fairfax, VA 22030

Hours of Operation: Monday-Friday, 8:00 am to 4:30 pm
Walk-in hours: 11:00am to 2:00pm - - Limited services are available during walk-in hours

Please schedule an appointment in advance if you need more than 15 minutes with a retirement counselor