

DROP Entry Process Instructions

1. The employee member must contact their immediate supervisor or Department/Division HR Liaison to inform them of the decision to participate in the Deferred Retirement Option Plan (DROP) and their proposed DROP Entry Date (**Please Note** – the employee’s DROP Entry Date is ALWAYS the 1st day of a month – no exceptions).
2. The Department/Division HR Liaison will send an email message to CRSInfo@cincinnati-oh.gov requesting verification of the employee’s eligibility to participate in DROP and their earliest available DROP Entry Date. CRS staff will review the employee’s retirement account information and email the HR Liaison to inform them of the employee’s earliest available DROP Entry Date (Please Note – this email address is ONLY for use by HR Liaisons).
3. The employee member will obtain the DROP Enrollment Application from the Department/Division HR Liaison and legibly complete and sign the Member Application section. The total number of vacation, sick and/or comp time hours to be reserved cannot exceed 40.
4. The Department/Division will complete and sign the Department Acknowledgement section of the Application. The DROP Enrollment Application needs to be signed by the Department Director or Division Manager to acknowledge the employee’s DROP Entry Date.
5. The signed DROP Enrollment Application form (in its entirety) and a copy of the email from Step 2 must be returned to the Cincinnati Retirement System office (Room 328 – City Hall) no later than the deadline specified on the annual DROP Schedule published by CRS. The Department/Division can make a photocopy of the signed form for the employee and for the Department’s or Division’s records, but the signed original application must be returned intact to the Retirement System office. Once the employee is enrolled in DROP and all other required processing has been completed by CRS, the employee’s Department will receive a copy of the signed application for their records and the employee’s personnel file.
6. The signed DROP Enrollment Application must be received by the established deadline (according to the published DROP Schedule for the year) in order for the employee to be admitted into the DROP Processing Session.
7. Once the signed DROP Enrollment Application is received by CRS, CRS will send information to the employee’s home address on file which includes:
 - A Memo stating the Date, Time and Location of the DROP session. A listing of documents that must be provided by the member at the DROP processing session;
 - A monthly benefit estimate for the DROP Entry Date specified by the member;

- A copy of the DROP Summary Plan Description;
 - A copy of the DROP Disclosure form;
 - A detailed description of benefit payment options;
 - Information about the designation of Beneficiaries and Optionees;
 - A Deferred Comp Plan (457 Plan) lump sum Deferral form & lump sum estimator
8. During that session, the employee will complete the required paperwork for participation in the DROP.
 9. The DROP Processing Sessions are only for the benefit of members who have submitted a DROP Enrollment Application, to complete all necessary paperwork and answer questions regarding their DROP participation. These sessions are designed to assist those members who are entering DROP. Legally married spouses are welcome to attend the session.
 10. The CRS will update the employee's CHRIS record accordingly to reflect their DROP Entry Date. Departments can view the employee's DROP Entry Date and DROP End Date (the employee's maximum DROP participation is 5 years) on the Job Data/City Employment Data screen in CHRIS.
 11. Employees who enter DROP may only continue to be employed with the City of Cincinnati for a maximum of five (5) years following their DROP Entry Date. Department HR staff can access the employee's CHRIS record to view their maximum employment termination date.
 12. Departments must ensure that required annual evaluations and any pay increases are up to date and correct prior to the employee's DROP Entry Date.
 13. Employees who want to rescind their DROP application must do so PRIOR TO their DROP Entry date, using the Rescission Form provided by CRS. CRS must receive the Rescission Form NO LATER THAN 4:00 PM on the last business day of the month PRIOR TO the employee's DROP Entry Date.
 14. Employees may terminate their employment at any time during their DROP participation by submitting a Retirement application. When a DROP participant plans to retire from City service, they must follow the published CRS procedures and retirement calendar for submitting a Retirement Application.
 15. Retirement from City service terminates the employee's participation in the DROP. There is NO entry OR re-entry into DROP following an employee's retirement date.