

# DPRS Monthly Timeline

- Agency HR offices should enter SF2809/SF2810 forms into DPRW daily, as received from enrollees.
- Nightly batch runs update the DPRS database with certified enrollments.
- Each week on Wednesday at 6:00 pm MT, processed actions are submitted to the OPM Macon Hub for transmission to the appropriate FEHB Carrier.
- Each week by close of business on Friday, all information only 2809's are mailed to the appropriate FEHB Carriers.
- Each week on Monday, FEHB Carriers receive and process enrollment data received from the OPM Macon Hub.
  - Note: New enrollees should have their cards in hand within 15 days following the FEHB Carriers processing of the enrollment or change.
- On the 1<sup>st</sup> business day of each month, DPRS runs billing and generates payment coupons for all enrollments that were processed, or effective in the previous month.
  - Note: Payment due date is the first of the following month.
- Pre-Authorized Debits are taken from bank accounts on the 3rd day of each month.
- Payments are considered delinquent if not received by the 5<sup>th</sup> of the month following their coupon due date.
- Delinquent notices mailed on or near the 7<sup>th</sup> of the month.
- The 25<sup>th</sup> of each month is the cut off date for establishing new Pre-Authorized Debit Requests.
  - Note: Enrollees wishing to establish Pre-authorized Debits must make their first payment by check, and then send a Pre-Authorized Debit form and voided check to NFC by the 25<sup>th</sup> of the month prior to the start of the debit.