

3/28/16

## Benefit Bank- Closing date now 10 days



Dear Benefit Bank Users:

Starting April (reporting for the month of March), all benefits for a given month must be submitted, reviewed and/or approved within **10 business days** into the following month. This change from 15 to 10 business days is due to Benefit Bank's new automated system. Now that users are receiving automated notifications regarding weekly status reports, the response time can be faster, which will allow us to be more efficient in our reporting.

All training material, job aids and manuals on the [website](#) have been updated to reflect the change from 15 to 10 business days. Please continue to refer to these materials for reference and support.

Sincerely,

Todd Wirsching  
Analytics & Reporting Manager