**Untimely SMRF**

See instructions for processing a late SMRF below:

* If FoodShare closes for lack of SMRF, verification, or other reasons and the food unit takes the required action within month seven, the agency shall reopen FoodShare under the break in service policy and issue prorated benefits from the date the food unit took the required action. The benefit shall be prorated from the date the SMRF is returned if the action was taken prior to or by the verification due date set for month seven, or if the reason for closure is because of agency delay.
* If FoodShare closes due to agency delay in processing a SMRF, benefits shall be restored back to the first of the month.

Example: Jon is required to submit a SMRF in March. Jon submits the SMRF April 7. Verification of a change of employment is due April 27. Jon submits his verification April 27. Jon’s benefits are prorated from April 7 forward because the verification was submitted by the due date.

Example: Lillie was required to submit a SMRF by the end of August. Lillie submits her SMRF September 9. Lillie must provide verification of her change in employment by September 29. Lillie provides her verification on September 30. Lillie’s benefits are prorated from September 30 forward because her verification was submitted after the due date.

* If at the beginning of month eight the SMRF process is not complete (a completed form and all verifications submitted), a new application must be submitted unless the cause for delay into month eight is agency delay. In instances, when a complete SMRF is submitted in month seven and verification is required, verification must be provided before the end of month seven which may result in the member having less than 20 days to provide the verification. The worker will need to manually adjust the due date to coincide with the end of month seven.

Example: Gwen is required to submit a SMRF in January. Gwen submits her SMRF February 26. Gwen must submit verification of her employment change by February 28. If verification is not provided, Gwen will need to reapply in March because the required verification was not submitted by the end of month seven.

Ref. Ops memo 23-04, FHSB 6.1.2

Note: examples from the handbook were changed to align with the 20 day verification policy from Ops Memo 23-04