

E Fair Hearing - Hearing Request Withdrawals

The appellant or representative of the applicant may request to withdraw the hearing request at any time. Complete the following when this occurs:

- Obtain the hearing request for withdrawal in writing and signed by the appellant or representative.
- Forward the following to the [Office of Appeals](#):
Signed hearing request withdrawal
Decision notice related to the hearing request
Hearing request and envelope in which it was mailed

NOTE The appellant or representative may agree to withdraw the fair hearing provided the case is corrected. When this occurs, correct the case prior to forwarding the signed withdrawal to the Office of Appeals.

- When applicable, telephone the representative and advise the representative of the hearing request withdrawal. Document CADO with the action taken.

EXCEPTION

DO NOT accept a withdrawal when an overpayment is incorrect. Accept a withdrawal on overpayment issues ONLY when the appellant agrees with the overpayment as indicated on the notice sent by OARC to the budgetary unit.