

## **B MA Withdrawal – Verbal Requests**

When a participant makes a verbal request to withdraw, complete the Withdrawal or Stop Benefit/Fair Hearing Request (FA-574) form. Document the following:

- The date of the request.
- Names of the participants the PI is requesting to withdraw.
- Specified date for withdrawal.
- The reason for the request to withdraw.

(See [MA Voluntary Withdrawal](#) for general policy and procedures)

Close MA by keying VB in the DEN/CL REASON field on MADA, effective at the end of the month.

Send the [C201 notice](#) to inform the PI of the MA closure.

The participant may contact FAA within the NOAA time frame to indicate that they no longer want to withdraw. When this occurs, revert the case to open.