

C Filing an Application - Withdrawing the Application

When a participant voluntarily withdraws an application, the withdrawal must be in writing on one of the following:

- Withdrawal or Stop Benefit/Fair Hearing Request (FA-574) form
- A statement signed and dated by the participant that requests the withdrawal

When the participant makes a verbal request, request the participant make it in writing. When the participant is not present at the local office, complete the following:

- Send an FA-574 with a self addressed stamped envelope to the PI.
- Send the [C011 notice](#) to the PI. Document the following:
"You have verbally requested withdrawal of your application. Please complete the voluntary withdrawal form mailed to you."
- The PI may contact the local office within ten days of the date of the C011, and state that they do not want to withdraw the application. In this situation, the application remains active.
- When there is no response to the C011, deny the application for failure to provide requested information. Do not treat it as a withdrawal.

Deny withdrawn applications effective the month of application. Send the appropriate [denial notice](#).

For proper keying procedures to deny a case for voluntary withdrawal, see [Withdrawing Applications](#). Key the Denial or Closure Code on STAA.

When an application is withdrawn, a new application must be filed to start the application process again.

For information on withdrawing from an open case, see [State Assistance Voluntary Withdrawal](#).