

.10 State Assistance Benefit Selection - Types of Changes - Voluntary Withdrawal - Verbal Request

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

- Send a Withdrawal or Stop Benefit/Fair Hearing Request (FA-574) form with a self addressed stamped envelope to the PI to complete.
- Send the [C201 notice](#) to the PI to verify the withdrawal.
- After 10 days stop benefits regardless of whether the PI responds or the FA-574 is returned.
- Allow for [NOAA](#) time frames.