

## Operations Bulletin 2015-1

### **No Form Required For Withdrawal of SNAP Application or Request to Close a SNAP Case (Issued 7/29/2015)**

When a SNAP client requests that the Department close his or her case, written confirmation is not required. Go to the AU Composition Results page on BEACON and select Reason Category: Admin-TAO and Reason: *Requested Closure* and wrap-up the transaction. This will generate a Notice of Adverse Action to the client, providing 10 days for a response. Staff must enter a narrative on BEACON noting the request to close the SNAP case and the reason, if known.

**An applicant** for SNAP benefits may also verbally request to withdraw his or her application; written confirmation is not required.

Cash clients are required to request in writing that their cash case be closed; see 106 CMR 702.140(C). The *Voluntary Request to Stop Benefits* (VW-1) has been revised. The form is valid for the TAFDC, EAEDC or any combination of cash and SNAP. This form is no longer applicable for SNAP-only cases.