

**PPER Email 2014-48: Written Confirmation Not Required for Voluntary Withdrawal of SNAP Application (Issued 12/31/2014)**

SNAP applicants are not required to provide written documentation when the applicant informs the Department that he or she no longer wants to apply for SNAP benefits. Staff must only enter a narrative on BEACON noting the voluntary withdrawal and the reason for the withdrawal, if known. This issue was raised as a finding in a recent Food and Nutrition Service Program Access Review.

The cross-program *Voluntary Withdrawal* form (VW-1) has been renamed *Voluntary Request to Stop Benefits* and revised to clarify that it is only applicable to SNAP when a household requests to stop the receipt of continuing benefits.

Applicants for cash assistance are required to withdraw their application in writing, see 106 CMR 702.140(C). Therefore, this form may be used to withdraw a cash application.