

# WITHDRAWAL COVER SHEET

County/District: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
CO/Record Number: \_\_\_\_\_  
Appeal Number Being Withdrawn: \_\_\_\_\_  
Appeal Scheduled? (YES/NO): \_\_\_\_\_  
Withdrawal Code (1, 2 or 3): \_\_\_\_\_

BHA Region: \_\_\_\_\_  
Client Name: \_\_\_\_\_  
Date of Withdrawal: \_\_\_\_\_  
Date Original Appeal Submitted: \_\_\_\_\_  
Date Withdrawal Data Entered: \_\_\_\_\_

Withdrawal Codes: 1 - Appellant Withdrew – Adverse Action Continues  
2 - CAO Rescinded Action – Adverse Action Canceled  
3 - Withdrawn – Other (When 1 or 2 Does Not Apply)

## COMPLETE THIS SECTION ONLY IF THE APPEAL HAS BEEN SCHEDULED

\_\_\_\_\_  
Date/Time of Hearing

\_\_\_\_\_  
Hearing Officer

**Scheduled withdrawals:** Please fax this Cover Sheet and a copy of the written withdrawal immediately upon receipt to the BHA office where the presiding ALJ is located. Specific fax numbers are indicated on the Reference Listing of Administrative Law Judges fact sheet. Mail the hard copy of the cover sheet and the original withdrawal to the BHA office where the ALJ is located. (Reference Listing of Administrative Law Judges sent to all offices). Be sure to maintain your fax confirmation receipt as proof that you faxed the withdrawal.

**NOTE:** You will be unable to data enter the withdrawal information if the hearing has been scheduled.

**Unscheduled withdrawals:** After the withdrawal has been data entered, please mail this Cover Sheet and the **written withdrawal** directly to the BHA region where you sent the appeal.

**REMINDER:** Enter in Comments Section of the Control Card – “Withdrawal entered by CAO MM/DD/YY”

If you are submitting the appeal and the withdrawal at the same time, both the Appeal Cover Sheet and the Withdrawal Cover Sheet should be completed. The appeal and the withdrawal should be data entered at the same time and forwarded to the appropriate Bureau of Hearings and Appeals region.

\_\_\_\_\_  
CAO Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

### ADMINISTRATIVE REGION

2330 Vartan Way, 2nd Floor  
Harrisburg, PA 17110  
Receptionist 717-783-3950  
Fax 717-346-1959

### Federal Hearings and Appeals

117 West Main Street  
Plymouth, PA 18651  
570-779-5122

### CENTRAL REGION

2330 Vartan Way, 2nd Floor  
Harrisburg, PA 17110  
Receptionist 717-783-3950  
Fax 717-772-2769

### Reading Field Office

625 Cherry Street  
4th Floor, Room 440  
Reading, PA 19602  
Receptionist 610-378-4081  
Fax 610-378-4461

### EASTERN REGION

1440 Spring Garden Street  
Room 1608  
Philadelphia, PA 19130  
Receptionist 215-560-2145  
Fax 215-560-0106 (3rd Fl.)  
Fax 215-560-2378 (16th Fl.)

### WESTERN REGION

2 Gateway Center  
603 Stanwix Street, Suite 1125  
Pittsburgh, PA 15222  
Receptionist 412-565-5213  
Fax 412-565-5514

### Erie Field Office

448 West 11th Street  
Erie, PA 16501  
Receptionist 814-871-4433  
Fax 814-878-5736