



Dismissal Request

Instructions

Complete this form when someone representing the Department in an appeal matter determines the issue of the appeal has been resolved. This form cannot be used to withdraw an appeal. Only an appellant can withdraw an appeal and it must be done on form 470-0492, *Request for Withdrawal of Appeal*, when done in writing.

After filling out the form, upload a copy of this form as a *Dismissal Request* into the Appeals Information System (AIS) and a copy of the documentation showing the issue has been resolved. Documentation would typically be a copy of a *Notice of Decision* or *Notice of Action*. Use the Send Email feature in AIS to notify all other DHS parties of the dismissal request.

Mail a copy of the dismissal request and documentation to the appellant and their representative, if applicable.

Appellant Information

First Name	Middle Initial	Last Name	
Mailing Address			
City	State	Zip Code	Appeal No.

Requestor Information

Name	
Office Location and Address	
Email Address	Telephone Number

I hereby request dismissal of this appeal as the issue originally appealed has been resolved. Attached is documentation to prove the issue no longer exists. If applicable, I have reinstated the appellant's benefits to the previous level with no break in assistance.

I have sent a copy of this letter to all the named parties to this matter notifying them of my request to dismiss.

Requestor's Signature	Date
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