

### **Provision that Allows an Applicant or Provider to Request to Withdraw an Application**

On September 18, 2014, California Senate Bill 1465, which allows for an applicant or provider to request to withdraw an application for enrollment or continuing enrollment (Application) under certain conditions, became effective as state law. The Director of California's Department of Health Care Services (DHCS or Department) is issuing this informational bulletin to inform applicants and providers of the amendments to Welfare and Institutions (W&I) Code Section 14043.26. If the Application was received by DHCS on or after **September 18, 2014**, an applicant or provider may request to withdraw an Application under certain conditions.

### **New Action Allowed by W&I Code Section 14043.26**

W&I Code Section 14043.26 as amended, allows Medi-Cal applicants and providers to withdraw their Application from DHCS review (with exceptions as explained below), at which point the Department's review shall be cancelled. Applicants and providers must submit the request to withdraw the Application in writing to:

Department of Health Care Services  
Provider Enrollment Division  
Policy & Administration Branch  
MS 4704, P.O. Box 997412  
Sacramento, CA 95899-7412

An applicant or provider may request to withdraw the following Application(s):

- **New individual applicants** – An Application for a specific business location not currently enrolled in Medi-Cal.
- **Group applicants** – A group Application package, which includes all rendering providers as listed on the Application, as a whole.
- **Rendering providers** – An Application to join a group provider location as indicated on the Application.
- **Actively enrolled providers** – An Application reporting any additions or changes in the information submitted in a previous Application package as required by California Code of Regulations, Title 22, Section 51000.40.

When submitting a request to withdraw an Application, it is important to specify which Application(s) you intend to withdraw from the Department's review.

### **Exception to Applicants and Providers' Ability to Request Withdrawal of an Application**

The Department's review of an Application shall not be canceled if, at the time the applicant or provider requests to withdraw the Application package, the Department has already initiated its review under W&I Code Sections 14043.37, 14043.4, or 14043.7, which allows the Department to conduct background checks, pre-enrollment inspections, or unannounced visits to any applicant for the purpose of verifying the accuracy of the information provided to the Department.

### **Notice of Outcome of Request to Withdraw an Application**

When an applicant or provider submits a request to the Department to withdraw an Application, the Department will inform the applicant or provider in writing of whether or not the withdrawal is effective. If the withdrawal is effective, the Department will cancel its review, the Department will take no further action with respect to the Application, and the applicant or provider may file a new Application at any time. If the withdrawal is not effective (meaning that the Department has already initiated its review under W&I Code Sections 14043.37, 14043.4, or 14043.7), the Department will continue its review and processing of the Application.

### **Application Fee**

Application fees will be refunded upon request **only if the Department has not begun screening the application**. Application fee **refunds will not be issued for Applications that were screened and**

**subsequently denied by DHCS.** For additional information regarding Application fee requirements and refunds, please read the detailed regulatory Provider Bulletin "[Medi-Cal Application Fee Requirements for Compliance with 42 Code of Federal Regulations Section 455.460.](#)"