

Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_

**WASHINGTON WIC  
“NOT ELIGIBLE” LETTER**

Dear \_\_\_\_\_:  
(Client/Caregiver)

\_\_\_\_\_ will not be on WIC starting \_\_\_\_\_ because:  
(client) (date)

- Your income is more than the amount allowed by Federal rules.
- Due to limited funding, WIC is not able to serve all clients. We can only serve children up to \_\_\_\_\_ years.
- Your child is five years old. WIC rules only allow us to serve children up to age 5.
- You are six months past delivery and you are not breastfeeding.
- You have stopped breastfeeding, or you have breastfed your baby one year. WIC rules allow us to serve breastfeeding women until the baby is one-year old.
- You have asked to be taken off WIC.
- Other:

We hope WIC has helped your family. Please continue to use other services at our clinic.  
Your WIC Staff

**You have the right to a Fair Hearing**

If you're taken off WIC and you think this is unfair, ask for a Fair Hearing. Your WIC staff will help you get a Fair Hearing or you can call the state WIC office at 1-800-841-1410. At the Fair Hearing you, your friend or a relative can tell your side of the story. You must ask for the Fair Hearing within 60 days of this letter.”

**WIC Nutrition Program doesn't discriminate.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.acer.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.acer.usda.gov/complaint\\_filing\\_cust.html](http://www.acer.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Fax: (202) 690-7442

**This institution is an equal opportunity provider.**

Washington State WIC Nutrition Program doesn't discriminate.

For persons with disabilities, this document is available on request in other formats.

To submit a request, please call 1-800-841-1410 (TDD/TTY 1-800-833-6388)