

Date: _____

Dear _____,

We missed you at your WIC appointment.

WIC wants to help you have a healthy pregnancy. Please don't miss out on the great things WIC has to offer including checks for nutritious foods.

You are important to us. Please call us as soon as possible to reschedule. We'll do our best to find a time that works for you.

Your WIC staff
Agency name and phone number:

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, (AD-3027) found online at: http://www.ascr.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

Fax: (202) 690-7442

This institution is an equal opportunity provider.

Washington 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).