



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Fair Hearing Information



How to Ask

To get a fair hearing, you must:

1. Call, write or come to the WIC clinic and ask for a hearing.
2. Ask for a hearing within **60 days** from the date you were:
 - Denied WIC benefits
 - Disqualified from the WIC program
 - Asked to repay benefits

WIC Benefits

If you applied for WIC benefits and were turned down, you can ask for a hearing.

Please note: You will not get WIC benefits while you are waiting for the hearing.

If you are getting WIC benefits and you are disqualified from the WIC program, you can ask for a fair hearing.

If you ask for the hearing within 15 days, you will get WIC benefits until:

- The Hearing Officer makes a decision
- Your certification period ends
- Your categorical status changes

Before the Hearing

The WIC clinic will meet with you to talk about your concerns. You can cancel your hearing after this meeting. If not, you can still have a hearing. You may have a representative (friend, relative, lawyer, or other person) help you before and during the hearing.

If you hire a lawyer, you must pay the lawyer's fee. You may ask the WIC clinic for any information that you would like to talk about at the hearing.

A hearing will be held by conference call or at a place and time that is mutually beneficial within 3 weeks from the time you ask for it.

You will get a letter 10 days before the hearing takes place telling you the place and time of the hearing and/or the call-in information if a teleconference was selected.



During the Hearing

You may:

1. State your position or argument
2. Examine the documents and records
3. Be represented by an attorney or other persons
4. Bring witnesses
5. Ask questions
6. Submit evidence

After the Hearing

A Hearing Officer will make a decision within 45 days after the initial request for a hearing.

If you are an applicant:

- If the decision is in your favor, you will be enrolled into the WIC program.
- If the decision is not in your favor, you will not be enrolled into the WIC program.

If you are already in the WIC program:

- If the decision is in your favor, you will get your WIC benefits again.
- If the decision is not in your favor, any continued benefits will be terminated.

If you do not agree with the hearing decision you may appeal, provided the request for appeal is made within 15 days of the mailing date of the decision. Contact or write the WIC program.