

Place Local agency letterhead here

WIC Client/Caregiver Warning Notice

Insert Date

Insert Name and Address of client/caregiver

Dear _____,

All clients receiving WIC services must follow policies and procedures set forth by the Kansas State WIC Program and USDA. If a client or caregiver abuses these policies, suspension from the program could occur. WIC fraud and abuse is costly to grocery stores and the program itself. It has been brought to our attention that you are in violation of the following WIC policy(s):

- _____ Selling, trading or giving away WIC foods or formula
- _____ Misuse of a WIC check
- _____ Receiving dual benefits
- _____ Mistreating WIC staff or vendors
- _____ Other _____

An offense of this nature may result in suspension from the WIC Program. Further offenses may require repayment of misused WIC benefits.

If you have questions concerning WIC regulations, please feel free to contact your local WIC office.

Signature of Local WIC Agency Representative

Date

If you disagree with a decision made by a WIC agency, you have the right to a fair hearing. To request a fair hearing, contact your Local WIC Agency for fair hearing procedures. You have 60 days from the date on this letter to ask for a hearing.

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, audiotope, 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; or by fax: (202)690-7442; Email: program.intake@usda.gov.

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