

(Local Agency Stamp)

Date: _____

**WEST VIRGINIA WOMEN, INFANTS & CHILDREN (WIC) PROGRAM
NOTICE OF INELIGIBILITY**

This is to notify you that _____
is not eligible to receive WIC benefits.

Reason(s) for Ineligibility:

- _____A Not at Nutritional Risk
- _____F Exceeds WIC Program Income Guidelines
- _____G Not Residing in local agency area (out-of-state)
- _____Q Overdue for cert (30 days past cert end date)
- _____S Not Categorically Eligible
- _____U Insufficient information available

Applicant Signature	WIC Staff Signature
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() Check this box if notice is mailed to applicant.

If you believe that you have been unjustly denied WIC Program participation, you may request a fair hearing by calling or writing to the above address within 60 days. You have the right to have any positions or arguments on your behalf presented personally or by a representative such as a relative, friend, legal counsel or other spokesperson. If you are denied benefits during the initial certification, you will not receive WIC benefits while awaiting a hearing decision. If you are a current WIC participant and request a hearing within 15 days, you will continue to receive WIC benefits until a hearing decision is reached or your certification period expires, whichever occurs first. Your benefits will be terminated pending a hearing decision when a request for a hearing is received after 15 days. A pre-hearing conference can be provided prior to the hearing.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability or retaliation.

If you require this information in alternative format (Braille, large print, audiotape, etc.), contact the USDA's TARGET Center at (202) 720-2600 (Voice or TDD).

If you require information about this program, activity or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

If you have any problems or concerns with the Local WIC Agency, you may write or call the State WIC Program, 350 Capitol Street, Room 519, Charleston, WV 25301-3717. Phone: (304) 558-0030.