

NOTICE

Appeal and Fair Hearing—WIC Program

If you are dissatisfied with any decisions made regarding your own or your child's eligibility for WIC Program benefits, you should do the following:

1. Talk to the WIC workers at this clinic or site. Most questions or problems come from a misunderstanding or incomplete information. If you are eligible and the local program has an opening, the staff wants you to participate.
2. You may also ask to speak to the WIC Coordinator for this location.
3. After you do both of these things, if you are still not satisfied, you may request a fair hearing from the state WIC Program. You must do this by calling the number shown below and asking for the State WIC Director. Or, you may write to the address shown below to make your request.

1-800-392-8209
WIC Fair Hearing Officer
WIC Program
PO Box 570
Jefferson City, MO 65102

4. You must make your request for a fair hearing within **60 days** of the date the decision was made on your eligibility, ineligibility, removal or suspension.
5. The WIC Fair Hearing Officer will contact you **within 5 working days** after he receives your request. He will set a date for the hearing that will be **within 21 working days** from your request.
6. The hearing will be held at the time and place scheduled unless you or your proxy request a time or place change. The request must be done through the WIC Fair Hearing Officer.
7. You have the right to be assisted or represented by anyone you choose, including an attorney.
8. You or your representative or attorney may get a copy of the detailed WIC Fair Hearing Rules and Regulations from the local WIC Coordinator or from the State WIC Director at the above address.
9. The WIC Fair Hearing Officer will send you and the local WIC Coordinator a decision on your case **within 45 days** from the date of your request.

Missouri Department of Health and Senior Services
WIC and Nutrition Services

This institution is an equal opportunity provider.

(10/11)