

COMPLAINT FORM

SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS AND CHILDREN

ALL COMPLAINTS (EXCEPT DISCRIMINATION COMPLAINTS) SHOULD BE SENT TO:

**THE BUREAU FOR PUBLIC HEALTH,
OFFICE OF NUTRITION SERVICES/WIC PROGRAM
350 CAPITOL STREET, ROOM 519
CHARLESTON, WEST VIRGINIA 25301-3717**

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.

COMPLAINT AGAINST VENDOR

VENDOR NAME AND ADDRESS: _____

COMPLAINT AGAINST PARTICIPANT

PARTICIPANT NAME: _____
PARTICIPANT INFORMATION: _____

COMPLAINT AGAINST LOCAL AGENCY

LOCAL AGENCY NAME: _____
CLINIC SITE: _____

NARRATIVE (PLEASE GIVE DETAILS OF COMPLAINT SUCH AS WHO, WHAT, WHEN, WHERE AND WHY- CONTINUE ON BACK IF NECESSARY):

I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF COMPLAINANT **DATE**

COMPLAINT RECEIVED BY: _____

ACTION TAKEN : _____

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:

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

This institution is an equal opportunity provider.