

SAMPLE NOTICE OF DISQUALIFICATION FOR PARTICIPANT ABUSE

Send Certified Mail - Return Receipt Requested

Date

Name of Participant
Street Address
City, State, Zip Code

Dear :

This letter is to inform you that will be disqualified from the WIC Program effective 15 days from the date of this letter for a period of (insert number of days of disqualification suspension) months. At the end of this period, you may request to be reinstated or recertified for the WIC Program.

This action is being taken because you have abused the WIC Program. Specially, (insert description of abuse in specific terms).

As a WIC participant you have a responsibility to follow all rules including (insert brief statement of specific responsibility the participant abused, e.g., purchase only authorized WIC foods with your WIC vouchers). Those responsibilities were reviewed with you at the time you were found eligible for the WIC Program and are stated on your WIC Authorization/Transfer of Certification Folder. (If an earlier warning letter had been sent, include a reference to that).

If you feel this action to disqualify you from the WIC Program is unfair, you have the right to request a fair hearing to have the action reviewed. You may request a hearing verbally or in writing. A request for a hearing must be made no later than 60 days from the date of this letter. If a hearing is requested within 15 days from the date of this letter, the disqualification will be postponed and you may continue to participate in the WIC Program until the hearing has been held.

Should you have any questions regarding this matter, please feel free to contact me.

Sincerely,

cc: Local WIC Office
bcc: Participant File