

## OHIO WIC ADMINISTRATIVE REQUIREMENTS

Effective 02-01-23

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov) This institution is an equal opportunity provider.

The required Spanish statement is:

Para todos los demás programas de asistencia de nutrición del FNS, agencias estatales o locales y sus subreceptores, deben publicar la siguiente `Declaración de No Discriminación:

De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en

línea en: <https://fns-prod.azureedge.us/sites/default/files/resource-files/usda-program-discrimination-complaint-form-spanish.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

1) correo: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

(2) fax: (833)256-1665 o (202) 690-7442; o

(3) correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov)

Esta entidad es un proveedor que brinda igualdad de oportunidades.

When the material is too small to permit the full statement to be included, the material must, at a minimum, include the statement in print size no smaller than the text.

English: This institution is an equal opportunity provider.

Spanish: Esta entidad es un proveedor que brinda igualdad de oportunidades.

As part of federal WIC program requirements, all local WIC projects must post the full nondiscrimination statement to their agency's website WIC homepage. For the purposes of locally developed outreach and educational materials, use of the short version of the statement "This institution is an equal opportunity provider" is sufficient.

The nondiscrimination statement is not required to be imprinted on items such as cups, buttons, magnets, and pens that identify the WIC program when the size or configuration make it impractical. In addition, recognizing that radio and television public service announcements are generally short in duration, the nondiscrimination statement does not have to be read in its entirety. The statement "This institution is an equal opportunity provider" is sufficient.

#### 111.10 Complaint Procedures

All complaints alleging discrimination on the basis of race, color, national origin, age, sex (including gender identity and sexual orientation), or disability, either written or verbal, must be filed with USDA and processed within specific time frames in the Complaint Processing MOU between the United States Department of Agriculture Food and Nutrition Service, Civil Rights Division and the Ohio Department of Education. The USDA FNS Civil Rights Division determines whether or not complaints will be reviewed and the manner of review.

Right to File: Any person or representative has the right to file a complaint within 180 days of the alleged discriminatory action. The complainant and the entity that the complaint is filed against are encouraged to resolve the issue at the lowest possible level and as quickly as possible.

Complaints can be verbal or in writing; verbal complaints must be written by the person receiving the complaint. Ohio WIC uses the Sample Complaint form found online at USDA Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf> for complaints that are made directly at the local or State level.

Ohio WIC follows the guidelines in the MOU between the United States Department of Agriculture Food and Nutrition Service, Civil Rights Division and the Ohio Department of Education, including time frames, referral, investigation, and resolution.