**SAMPLE LETTER TO SHELTERS**

USE LOCAL AGENCY LETTERHEAD

DATE

Raymond Family Shelter

55 Main Street

Raymond NH 04040

Dear Raymond Family Shelter:

 The Southern New Hampshire Services WIC Program thanks you for providing shelter to young families with children. We know that WIC families stay at your shelter, and need to assure the following conditions are met when a WIC participant stores and consumes their WIC foods at the shelter.

* Foods provided by the WIC Program may not be subsumed into a communal food service, but must be available exclusively to the WIC participant for whom they were issued.
* The shelter may not place any constraints on WIC participants to partake of the supplemental foods, nutrition education and breastfeeding support available from the Program.
* The shelter may not accrue any financial or in-kind benefit from a person’s participation in WIC, by reducing its expenditures for food service because its residents are receiving WIC foods.

Thank you for your assistance in complying with these federal guidelines, and please feel free to contact xxxxxxxxxxxxxxx xxxxxxxxxxxxxx at 603-668-8010 or the State Agency Nutrition Coordinator at 603-271-4546 if you have any questions. We would also be happy to send you WIC outreach brochures to share with young families if you are interested.

 Sincerely,

 Xxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxx