

WIC Store Complaint Form



Please complete this form with as much information as you have available to you. If you are a participant and need assistance in filling out this form, please contact your local WIC Agency.

Complete this section if you are a WIC Participant filing a complaint against WIC Retail Vendor <i>(Please Print)</i> .	
Store Name:	Store Location:
Participant Name:	eWIC Card Number:
Date of Incident:	Time of Incident:
Person (s) Involved:	
Description of Incident or Concern (be as specific as possible, and provide all receipts):	
WIC Staff Signature:	Date:
WIC Staff Printed Name:	Receipts Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No

Complete this section if you are a Retail Vendor filing a complaint against a WIC Participant <i>(Please Print)</i> .	
Date of Incident:	Time of Incident:
eWIC Transaction Number:	
Description of Incident or Concern (be as specific as possible):	
Vendor Signature:	Date:
Vendor Printed Name:	

Nondiscrimination Statement

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, audiotope, 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/ad-3027.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

This institution is an equal opportunity provider.

Agency Use Only

Comments:

Resolved By:

Date:

Completed forms can be faxed to (603) 271-4779, Attn: Vendor Coordinator or can be emailed to WICVendor@dhhs.nh.gov.