

SECTION: Civil Rights**SUBJECT: WIC Applicant Abuse of WIC Program**

Federal Regulations: §246.9, 246.12 (u), 246.7(j)(5)**POLICY**

Applicant abuse of the WIC program, which includes knowingly and deliberately misrepresenting circumstances to obtain benefits, physical abuse or threat of physical abuse of local agency, clinic or vendor staff or property, shall result in a denial of participation in the WIC program. The applicant must be given full opportunity to appeal.

Depending upon the nature of the circumstance, discuss and attempt to resolve the problem with the applicant.

Warn the applicant that continued like actions will result in a denial of participation in the WIC program. This warning must be written or communicated verbally in the presence of at least one additional witness. Document the incident by recording name, date, and the description of the incident and names of witness (es).

If a decision is made to deny WIC benefits, give the applicant a copy of the Notice of Participant Action form, stating the reason for denial. Mail a copy of the form to the State WIC agency within 15 days. Retain copies of all pertinent documents.

Follow the Standard Fair Hearing procedures (WIC 106-01), should the applicant request a Fair Hearing.

Any threats of acts of violence against a person or property must be reported immediately to the police.