



**Connecticut Department of Public Health  
WIC Program**

**REQUEST FOR A FAIR HEARING**

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<b>NAME</b>	<b>WIC ID or DOB</b>
<b>MAILING ADDRESS</b>	
<b>CITY/ZIP</b>	<b>PHONE #</b>
<b>I AM REQUESTING A HEARING AS PROVIDED IN THE WIC PROGRAM REGULATIONS. THE FOLLOWING ARE MY REASONS FOR REQUESTING A HEARING:</b>	

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PARTICIPANT SIGNATURE

DATE

Please review the back of the form for information on Fair Hearing Procedures.

A hearing will be scheduled within ten days from the date of receipt of the request. You will be notified at least ten days prior to your scheduled hearing as to the time, date, and place where the hearing is to be held. You have the right to be assisted or represented by an attorney or other person. Additional information on Fair Hearing Procedures may be obtained by contacting the State WIC Director.

State of Connecticut - Department of Health-WIC Program  
Attention State WIC Director  
410 Capitol Avenue MS 11-WIC  
P.O. Box 340308  
Hartford, CT 06134-0308

This institution is an Equal Opportunity Provider. If you believe you have been discriminated against because of race, color, national origin, age, sex or disability, write immediately to the Secretary of Agriculture, Washington, D.C. 20250 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY).



## FAIR HEARING PROCEDURES

### I. Time Limits

1. A hearing shall be held within three weeks from the date the State WIC Program receives the request.
2. The appellant shall be provided with a minimum of ten days notice of the time and place of the hearing.
3. Within 45 days of the receipt of the request for the hearing, the appellant or representative shall be notified, in writing, of the decision and the reasons for the decision.

### II. Hearing

1. The hearing shall be held within the geographic area served by the local WIC Program that received the fair hearing request.
2. The hearing shall be conducted by an impartial official.
3. An official record containing a summary of what occurred at the hearing and all papers and requests filed shall be retained for three years and will be available for public inspection and copying with the names and addresses of the participants and other members of the public deleted.
4. A decision by the hearing official shall be binding on the local WIC Program.
5. If the appeal is denied, the appellant will be notified of how to pursue further appeal through state action or judicial review.

### III. Appellant Rights

1. The appellant has the right to:
  - a. Examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - b. Be assisted or represented by an attorney or other persons.
  - c. Bring witnesses.
  - d. Advance arguments without undue interference.
  - e. Question or refute any testimony or evidence, including an opportunity to confront and cross-examine adverse witnesses.
  - f. Submit evidence to establish all pertinent facts and circumstances in the case.