

USDA Nondiscrimination Statement and NYS WIC Complaint Information

1. The full nondiscrimination statement must appear on local agency produced materials for public information, education, and distribution, including but not limited to local agency websites, social media sites, outreach materials and application/certification materials. Refer to WPM #1040 Civil Rights and Nondiscrimination Statement.
2. The full nondiscrimination statement variations “**A**” and “**B**” must be used as follows:
 - **Variation “A”** must be used on all printed and printable publications including PDF, MS word, and similar formats.
 - **Variation “B”** must be used and appear on the first page of electronic materials, such as local agency websites, social media sites, apps, and similar formats. A direct hyperlink to the full statement is also acceptable.
3. The full nondiscrimination statement must be used as presented, including the format for each variation, as follows:

Variation A: For use on printed and printable publications

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

For other complaints or to request a Fair Hearing contact:

- (1) mail: WIC Program Director
NYSDOH, Riverview Center
150 Broadway, 6th Floor
Albany, NY 12204;
- (1) phone: (518) 402-7093; fax (518) 402-7348; or
- (2) email: NYSWIC@HEALTH.NY.GOV

Variation B: For use on electronic materials

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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