

**APPENDIX A**

**SUMMARY OF STATE AND LOCAL WIC AGENCY CIVIL  
RIGHTS REQUIREMENTS**

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	<b>STATE AGENCY</b>	<b>LOCAL AGENCY</b>
Assurance Agreement	<ul style="list-style-type: none"> <li>● Must have a signed assurance agreement, renew it annually</li> </ul>	<ul style="list-style-type: none"> <li>● Must have a signed assurance agreement and renew it annually</li> </ul>
Public Notification System	<ul style="list-style-type: none"> <li>● Communicate information to the public, including minorities and minority organizations</li> <li>● Convey equal opportunity message by use of appropriate photographs and graphics</li> <li>● Provide information and materials in languages other than English</li> <li>● Include the nondiscrimination policy statement on materials</li> <li>● Ensure local agencies comply with public notification requirements</li> </ul>	<ul style="list-style-type: none"> <li>● Display the "And Justice for All" poster</li> <li>● Provide bilingual services as needed</li> <li>● Make Program regulations and guidelines available to the public upon request</li> <li>● Provide participants and applicants access to civil rights information</li> </ul>
Data Collection	<ul style="list-style-type: none"> <li>● Ensure data is collected from all local WIC agencies and maintained on file</li> </ul>	<ul style="list-style-type: none"> <li>● Collect and maintain data; upload to State Office</li> </ul>
Discrimination Complaint Processing	<ul style="list-style-type: none"> <li>● Know how to file complaints: understand the basic right of individuals to file a civil rights complaint</li> <li>● Forward complaints to the Secretary of Agriculture</li> <li>● Know how to reduce verbal complaints to written complaints</li> <li>● Designate a person responsible for discrimination complaints and publicize who that person is</li> <li>● Establish and use complaint logs</li> </ul>	<ul style="list-style-type: none"> <li>● Know how to file complaints: understand the basic right of individuals to file a civil rights complaint</li> <li>● Forward complaints to the Secretary of Agriculture; send a copy to the State Office</li> <li>● Know how to reduce verbal complaints to written complaints</li> <li>● Designate a person responsible for discrimination complaints and publicize who that person is</li> <li>● Use complaints logs</li> <li>● Document Civil Rights training</li> </ul>
Compliance Reviews	<ul style="list-style-type: none"> <li>● Conduct preaward compliance reviews and bi-annual monitorings</li> <li>● Resolve non-compliance</li> </ul>	<ul style="list-style-type: none"> <li>● Conduct self-reviews</li> <li>● Resolve noncompliance</li> <li>● Maintain a Civil Rights file</li> </ul>
Training	<ul style="list-style-type: none"> <li>● Become familiar with Civil Rights requirements</li> <li>● Train local agencies</li> </ul>	<ul style="list-style-type: none"> <li>● Become familiar with Civil Rights requirements</li> </ul>