

Sample Notification Letter

Dear <WIC Client>:

An electric breast pump was provided to you on _____ to help you give the best nutrition to your baby. Per your agreement with WIC, you were required to return the pump on _____, when you discontinue breastfeeding your baby or within 5 working days of our request for the pump, whichever comes first. WIC is requesting the prompt return of the breastpump so it may be used for another client in need of breastmilk for her baby.

We appreciate your return of the breast pump to the WIC clinic within five working days of receipt of this letter. We are happy to work with you in obtaining the breastpump. If you are unable to return the pump to the clinic promptly, please call us at _____.

Congratulations on giving your baby the best start in life and for providing other women the opportunity to do the same. We look forward to seeing you soon!

Sincerely,

<Local Agency> WIC

Sample 2nd Notification Letter

Dear <WIC Client>:

A letter was previously sent to you regarding the return of an electric breastpump that was provided to you on _____ to help you give the best nutrition to your baby. We requested that the pump be returned within five working days. We have not heard from you regarding the pump.

Per your agreement with WIC, you were required to return the pump on _____, when you discontinue breastfeeding your baby or within 5 working days of our request for the pump, whichever comes first.

We appreciate the prompt return of the breast pump to the WIC clinic. We are happy to work with you in obtaining the breastpump. If you are unable to return the pump to the clinic promptly, please call us at _____.

If the pump is not returned or we do not hear from you within five working days of your receipt of this letter, you will be subject to a one year disqualification from WIC and will be required to pay WIC the dollar value of the breastpump or approximately \$600.

We look forward to hearing from you regarding this matter soon.

Sincerely,

<Local Agency> WIC

Comment [BW1]: What if they called agreed to bring it in and then did not?

Comment [CB2R1]: Wouldn't the last sentence cover that nothing was heard regarding the pump? Or could the CNW add to the letter that they called the client and the pump was still not brought in?

Final Notification Letter

Dear WIC Client:

Two letters have been sent to you regarding the return of an electric breastpump that was provided to you on _____. We requested that the pump be returned within five working days. We have not heard from you regarding the pump.

Comment [BW3]: Same comment as in letter 2

Per your agreement with WIC, you were required to return the pump on _____, when you discontinue breastfeeding your baby or within 5 working days of our request for the pump, whichever comes first.

We appreciate the prompt return of the breast pump to the WIC clinic. We are happy to work with you in obtaining the breastpump. If you are unable to return the pump to the clinic promptly, please call us at _____.

This is notification that you will be disqualified from the program for a period of one year effective on _____ for failure to return the breastpump.

You may not cash any checks that you may have in your possession after the effective date above. You are required to reimburse the program in the amount of \$600 which is the value of the benefits you received.

If, within 30 days of this letter, you pay this amount or set up a payment plan with the WIC Program, you will not be disqualified. If you fail to make payments as agreed in your plan, you may be disqualified at a later date. You may reapply for benefits after your disqualification period is over and either full restitution is made or a payment plan has been set up with the WIC Program. We may approve another caregiver to receive benefits for your minor children during the disqualification period or until restitution has been made.

You may contact the ITCA WIC Director at 602-258-4822 to set up a payment plan or arrange for payment to be made. If you prefer, you may send payment to the Inter Tribal Council of Arizona, Inc., 2214 N. Central Ave, Phoenix, Arizona, 85004, Attention: WIC Director or you may pay at the local agency.

If you do not agree with your disqualification or this decision, you may request a fair hearing by writing to the WIC Director at the Inter Tribal Council of Arizona, Inc., 2214 N. Central Ave, Phoenix, Arizona, 85004, by calling the WIC Director at 602.258.4522, or submitting a written request through the local agency within 60 days of the date of this notice.

Sincerely,

<Local Agency> WIC