

Civil Rights Review

WIC Disability Issues and Civil Rights

ACTIVITY PACKET



Nutrition Education and Clinical Services Section
Texas Department of State Health Services



WIC Civil Rights Policy Review

Public notification and outreach procedures

OR:01.0 LOCAL AGENCY OUTREACH

Each LA shall develop and implement an outreach plan, which emphasizes the enrollment of women in their first trimester and migrants. This is to ensure that potentially eligible persons in the area are aware of the program and know where to seek services

CR:02.0 – NONDISCRIMINATION

To ensure that the WIC program requirements / benefits are consistently applied to all applicants / participants regardless of race, color, national origin, age, sex, or disability and the civil rights of WIC applicants / participants are protected. All materials concerned with outreach, nutrition education, program information, or participants' rights that are distributed to the public or posted for public viewing shall include a non-discrimination statement. Also, the "Fair Hearing", "USDA", and the "Justice For All " posters shall be prominently displayed on the premises

CR:10.0 PROVIDING ORAL AND WRITTEN INFORMATION TO NON-ENGLISH OR LIMITED ENGLISH PERSONS

The LA shall ensure that required WIC services are provided to non-English or limited English speaking persons in the appropriate language orally and / or in writing. This includes arranging for an interpreter.

Rights and Obligations

CR:01.0 – RIGHTS AND OBLIGATIONS OF AN APPLICANT/PARTICIPANT

To ensure that an eligible or ineligible participant or parent / caretaker of participant understands their rights and obligations. The LA at the time of certification must have the applicant or caretaker read, or be read to, the rights of an applicant and the participant or caretaker shall sign the SIF attesting to the fact that they have been informed of their rights.

Racial /ethnic data collection and reporting

CR:09.0 Collection of racial / ethnic data

At the time of certification, the LA staff shall collect participation data by racial / ethnic category for each participant on the WIC program. Participants who cannot be visually identified by the local agency employee may be asked to self-identify his / her racial / ethnic group. The employee should explain that the data is being collected for statistical purposes only.

Complaint handling procedures

CR:03.0 FAIR HEARING PROCEDURE FOR APPLICANTS/ PARTICIPANTS

If an individual wishes to appeal any state agency or local agency action they may make an oral or written request for a “Fair Hearing”.

CR:05.0 CIVIL RIGHTS COMPLAINTS

If an individual feels that her / his rights have been violated they have the right to file a complaint to the Local or State Agency, FNS regional office or to the secretary of agriculture. If it is reported to the LA, then the LA shall immediately refer by phone and follow by providing written correspondence to the State Agency. The State Agency shall then immediately refer in writing such complaint.

Civil rights training requirements

CR:08.0 CIVIL RIGHTS TRAINING

Civil rights training must be provided at each Local Agency. New employees shall receive training within three months after their employment start date. Staff who do not come in contact with WIC applicants or participants, such as agency administrators, are not required to receive civil rights training. All other existing staff shall receive training at least once each fiscal year.

Compliance review requirements

CR:04.0 CIVIL RIGHTS COMPLIANCE REVIEWS

The state agency will monitor each Local Agency at least once every two years to determine the Local Agency’s compliance with state and federal civil rights policies and legislation.

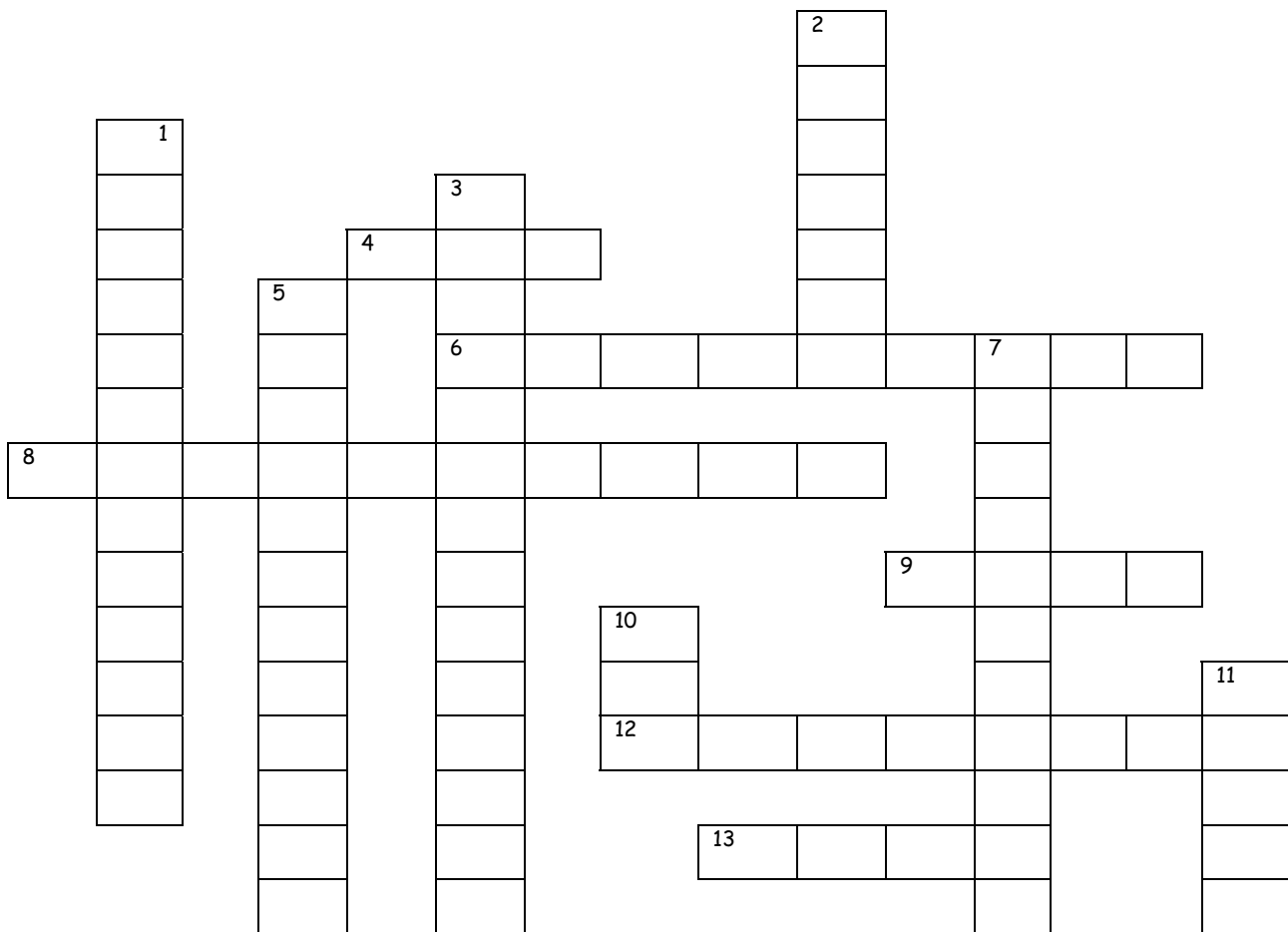
Provisions for applicants/participants with special needs on accommodations

CR:06.0 – PROVISIONS OF SERVICES TO INDIVIDUALS WITH DISABILITIES

Each Local Agency shall make provisions to screen applicants w/ disabilities and provide all WIC services. Person with disability is any person who has a physical or mental impairment that substantially limits one or more life activities, has a record of such impairment, or is regarded as having such impairment. . Each LA shall conduct a self-evaluation of program accessibility for each clinic using the SA 504 checklist.

CR:07.0 – PROVISION OF SERVICES TO FAMILIES WITH SPECIAL HEALTH CARE NEEDS

The purpose is to eliminate barriers to WIC services for families with special health care needs and to ensure nutrition education bears a practical relationship to participant's nutritional needs. Each LA shall make accommodations and provide services for families with special health care needs, which are defined as "individuals who have conditions referred to as medically complex, medically fragile or severely disabled." Some services may include accepting medical information verbally by fax or mail, mailing food instruments, be excluded from nutrition education classes, or even providing counseling by an outside qualified source.



ACROSS

- 4 The WIC participant is required to sign and self-date the _____ form
- 6 If an individual feels that her/his Civil Rights have been violated they have a right to file a _____ to the local or state agency, FNS regional office or to the Secretary of Agriculture
- 8 The same standards for determining eligibility apply to everyone regardless of race, color, national origin, age, sex and _____
- 9 Individuals may make an _____ or written request for a "Fair Hearing" to the Director of the WIC program in Austin
- 12 Each LA shall develop and implement an _____ plan, which emphasizes the enrollment of women in their first trimester and migrants.
- 13 Existing WIC staff shall receive training at least _____ each fiscal year

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- 1 At the time of _____ the LA staff shall collect participation data by racial/ethnic category for each participant
- 2 Individuals with _____ health care needs have conditions referred as medically complex, medically fragile or severely disabled
- 3 All materials concerned with outreach, nutrition education, program information, or participant rights distributed to the public or posted for public viewing shall include a non-_____ statement
- 5 Each local agency shall make provisions to provide service to participants with _____
- 7 The LA shall arrange for an _____ to provide Services to non-English or limited-English speaking participants
- 10 The state agency will monitor each local agency at least once every _____ years to determine compliance with Civil Rights policies and legislation
- 11 New WIC staff shall receive Civil Rights training within _____ months of employment

NAME: _____

DIVISION: _____ DATE: _____