

# Maine Center for Disease Control and Prevention

## WIC Nutrition Program

Effective: October 1, 2012  
Revised: August 1, 2014

Policy No. CR-2

### Compliance Requirements

#### Authority

7 CFR §246.8(a)(2)  
22 MRSA §255 and §1951  
10-144 CMR Chapter 286, §II.P.1

#### Policy

1. The State Agency shall review all Local Agencies for compliance with nondiscrimination laws and civil rights regulations.
2. Local Agencies shall ensure that all clinic facilities are accessible to participants with disabilities. If a site is unable to meet a participant's accessibility needs, other accommodations must be put in place and documented in the participant's file.

#### Procedures

1. Civil rights reviews of Local Agencies shall be conducted annually as part of the Management Evaluation Review (MER) process.
2. The State Agency shall monitor the following in its civil rights reviews of Local Agencies:
  - 1.1. The Local Agency has corrected all past substantiated civil rights problems or noncompliance issues.
  - 1.2. Case records include information about race/ethnicity.
  - 1.3. A process for providing civil rights training is the responsibility of the local agencies to ensure that all staff have received training.
  - 1.4. All Local Agency clinic sites display an original copy of the USDA nondiscrimination poster, "And Justice For All."
  - 1.5. Program information has been provided to applicants, participants, and organizations representing underserved populations.
  - 1.6. The nondiscrimination policy statement and civil rights complaint procedure are included on all printed materials such as applications, pamphlets, forms, or any other materials distributed to the public.
  - 1.7. Local Agencies maintain and monitor their Civil Rights Complaint Log, as outlined in Policy CR-4, Civil Rights Complaint Process.