Maine Center for Disease Control and Prevention
An Office of the Department of Health and Human Services

Department of Health and Human Services
Center for Disease Control and Prevention
WIC Nutrition Program
286 Water St 4th Floor
Augusta, Maine 04333-0011
Tel: (207) 287-3991; Fax: (207) 287-3993
TTY Users: Dial 711 (Maine Relay)

Authorized representative name
Participant Mailing Address
City, ME Zip
Date

Dear Authorized Representative name,

On date, give details of situation.

It has come to our attention that give details of what has happened

You are required to pay the Maine CDC WIC Nutrition Program $xxx.xx. Failure to pay this amount may result in your disqualification from participation in the WIC Program. If necessary, you may request a repayment schedule that includes a frequency of payment and the amount you are able to pay. All payments must be made by either check or money order made out to **Treasurer, State of Maine**. Payments may be given to the WIC Director or a WIC staff member at your local WIC clinic or mailed to the State WIC office at the following address:

Maine CDC WIC Program
11 State House Station
Augusta, Maine 04333

You may contact me at the phone number below to set up a payment plan or to pay the full amount of $xxx.xx. **You must contact me within 30 days of receipt of this letter.**

If you believe this information concerning summary of situation is incorrect, you may appeal the required repayment of $xxx.xx. Please see the instructions in the attached document, **Notification of Appeal Procedure.**

Sincerely,

State Agency Staff Member Name
Title
Maine CDC WIC Program
286 Water Street 4th Floor
Augusta, Maine 04333
Phone: 207-287-3991

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Participant	Check number	Food items	Total spent Signature on check	Date processed at bank	Total of checks spent
Name	xxxxxxx	Food items	$xx.xx Name of signer	date	**$xxx.xx**
	xxxxxxx	Food items	$xx.xx Name of signer	date	
Name	xxxxxxx	Food items	$xx.xx Name of signer	date	$xxx.xx
	xxxxxxx	Food items	$xx.xx Name of signer	date	

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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

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