PURPOSE:
To ensure compliance with the “No Smoking” requirements as outlined by USDA.

POLICY:
I. The local agency (LA) must have a written “No Smoking” policy and enforce it at each site. Smoking must not be allowed in any LA sites or administrative areas where WIC program functions are performed.

PROCEDURE(S):
I. WIC sites and administrative offices must prominently display "No Smoking" signs during WIC operating hours in any area occupied by the WIC program.
II. LAs must post "No Smoking" signs in the areas occupied by the WIC staff and/or participants while WIC is open for operation.
III. CDPH/WIC will monitor the work environment for smoking, the posting of "No Smoking" signs, and the presence of a formal written policy. USDA requires CDPH/WIC to issue a written citation to a LA and to withhold administration funds from a LA for not complying with the “No Smoking” policy. This penalty is lifted once the LA complies with this policy.

AUTHORITY:
7 CFR 246.6(b)(4)
Western Region Office (WRO) Policy Memo 802-A
All States Memorandum 94-54.