

SECTION: ADMINISTRATIVE POLICIES AND PRACTICES

SUBJECT: Local Agency Requirements

ITEM: "No Smoking" Policy

Purpose

To ensure compliance with the "No Smoking" requirements as outlined by USDA.

Policy

The local agency shall have a written "No Smoking" policy and enforce it at each site. No smoking shall be allowed in any local agency sites or administrative areas where WIC program functions are performed.

Authority

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

Procedures

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