

ADMINISTRATIVE POLICIES AND PRACTICES WPPM #160-10

Subject: Local Agency Requirements

Item: “No Smoking” Policy

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.