

INSTRUCTIONS FOR COMPLETION OF TOBACCO-FREE CERTIFICATION DOCUMENTS

The district, direct-funded charter school, or county office of education (COE) must meet the requirements for tobacco-free certification by July 1 to apply for Tobacco-Use Prevention Education (TUPE) funding during that fiscal year (FY). **If the district, charter school, or COE does not meet the requirements for certification until after July 1, they are ineligible to apply for TUPE funding until the following FY.**

If compliance cannot be documented for **any** compliance requirement, the agency is not eligible to apply for TUPE funding from the Cigarette and Tobacco Products Surtax Fund.

1. On page one, enter the name of the school district, charter school, or COE; county name; County-District-School (CDS) code(s); contact person; telephone number; email address; and the date submitted. The CDS code includes the 2-digit county code, 5-digit district code, and 7-digit school code. The school code is necessary only if a direct-funded charter school. For districts and COEs, use "0000000" as the school code.
2. For each compliance requirement listed on page two, the agency should assemble the required documentation, as identified on the form.

Suggested documentation includes:

- a. Copies of the board adopted policies and corresponding administrative regulations that impact students, staff, visitors, and civic use permit holders.

For agencies that subscribe to the California School Board Association's services, this could include the following policies:

1. Board Policy (BP) 1330 and Administrative Regulation (AR) 1330
 2. BP 3513.3 and AR 35313.3
 3. BP 5131.62 and AR 5131.62
- b. A memorandum/letter from the agencies lead administrator, or designee, which states the agency will fully enforce all aspects of the tobacco-free policies adopted by the governing board.
 - c. A written description of how students, parents, and staff are made aware of the agency's tobacco-free policy and enforcement procedures.
 - d. A written description of how the community is made aware of the agency's policy including civic use permits.

- e. A clear picture of a permanent sign posted on agency property that represents the signage used by the agency to alert visitors to the agency's prohibition of tobacco use.
- f. A written description of the cessation opportunities available to students and staff, a description of how students and staff are made aware of these services and encouraged to access them.

Note: The agency is not required to provide the services, but must be able to identify where and how services are available.

3. After completing pages one and two of the form and assembling all the supporting documentation showing the agency's compliance with the law, **submit the certification form and supporting documentation to the COE TUPE Coordinator or to the California Department of Education (CDE) TUPE Office.**

A list of the COE TUPE Coordinators is available on the CDE's COE TUPE Coordinators web page at <http://www.cde.ca.gov/ls/he/at/countycoordinators.asp>.

The COE TUPE Coordinator will review all the documentation submitted by the agency to demonstrate compliance with the law. The COE TUPE Coordinator will notify an agency directly if documentation does not clearly demonstrate compliance and assist the agency in meeting compliance.

If an agency demonstrates compliance with all requirements, the COE TUPE Coordinator will sign and date the certification form on page three. The effective date of this certification will be July 1 of the FY **following** the approval of the document. The certification will expire three years from the effective date. The COE TUPE Coordinator will enter the effective date and expiration date of the certification on page three of the document. The COE TUPE Coordinator will submit the original form to the TUPE Office and return a copy to the agency. The COE will retain the submitted documentation for audit purposes.

Note: The COE TUPE Coordinator cannot certify the COE and must submit the required documentation with the form to the TUPE Office for review and certification.

If you have any questions regarding Tobacco-Free Certification, contact your COE TUPE Coordinator or the CDE TUPE Office by phone at 916-323-1540.

For more information concerning the TUPE Program, please visit the CDE's Tobacco-Use Prevention Education Office web page at <http://www.cde.ca.gov/ls/he/at/tupe.asp>.