

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective October 1, 2012

Policy No. BF:07.0

Issuance of Breast Pumps to a Proxy

Purpose

To enable WIC participants to appoint a proxy to pick up a breast pump in special circumstances.

Authority

7 CFR Part 246.12; USDA FNS Memorandum 99-WIC-73

Policy

To support breastfeeding women, the LA shall allow a proxy to pick up breast pumps for WIC participants in special circumstances.

Definitions

Proxy – any person 16 years of age or older designated by a breastfeeding participant to obtain a breast pump.

Procedures

- I. A WIC participant can appoint a proxy, age 16 or older, to pick up a multi-user breast pump if all of the following conditions are present:
 - A. The WIC participant
 1. Is currently enrolled in WIC as pregnant or breastfeeding,
 2. Has delivered her infant(s),
 3. Is determined eligible for a pump.
 - B. The WIC participant's situation must warrant issuing a multi-user pump immediately. (Example: infant in the NICU and mother states she cannot pick up the pump from WIC.)

- II. The WIC participant shall designate a proxy in writing.

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- A. The written statement shall name the proxy and be signed and dated by the WIC participant.
 - B. The written statement shall be filed in the participant's chart and be accessible for audit/review.
 - C. Individuals unable to write may make their mark in lieu of a signature on the written statement.
 - 1. LA staff may assist clients who cannot write with preparation of the written statement; however, another staff member must witness. This option is more helpful to the family if completed at the clinic in advance of a future appointment when it is known the participant or parent/guardian/caretaker will need a proxy.
 - 2. A third party other than LA staff may also assist the participant or parent/guardian/caretaker in preparation of the written statement. Examples of a third party include but are not limited to, family members and friends.
- III. The proxy shall provide identification for himself/herself as well as the participant (refer to Policy CS: 05.0 for acceptable documents for identity). The participant's active enrollment shall be verified.
- IV. The following steps shall be taken to ensure completion of the Multi-User Electric Breast Pump Loan Contract and to ensure adequate breast pump training.
- A. WIC staff shall talk to the mom via the phone and determine that she meets the required conditions listed above.
 - B. If the mother can receive a fax, then the loan contract should be faxed to the mom. WIC staff should go over each point on the loan contract with the mom over the phone and the mom should initial each point, sign the bottom and fax it back.
 - C. If the mother cannot receive a fax then the WIC staff shall read to the mom each statement on the Multi-User Electric Breast Pump Loan Contract, with another staff as a witness, allowing time between each statement for the mom to agree. Initial each

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statement on behalf of the mom once she has agreed to each statement.

- D. WIC staff shall train the proxy before issuing the pump, unless the mother can answer yes to all three of the following questions and does not need additional breast pump training:
 - 1. Have you already used an Ameda Hygienikit (collection kit) for the Elite pump in the hospital?
 - 2. Do you know how to take it apart, clean it, and put it back together?
 - 3. Have you received information about how to store and handle your pumped milk?
- E. If the mother cannot answer yes to the above questions, then WIC staff shall train the proxy before issuing the pump.
- F. If the mother cannot be reached, but the proxy has the appropriate documentation, then the WIC staff shall have the proxy read each statement on the Multi-User Electric Breast Pump Loan Contract. The proxy shall acknowledge contract obligations by initialing each statement on behalf of the participant.
- G. If special circumstances arise in which a single-user electric or manual pump is deemed more appropriate, proxy pick up is allowable using the procedure listed above with approval of the WIC Director, Breastfeeding Coordinator, or International Board Certified Lactation Consultant.