

Intro



Apply for Your Texas Mother-Friendly Worksite Designation

Please prepare before starting this application process.

Getting Started with your Texas Mother-Friendly Worksite Designation

During the application process, we will ask you some basic questions about your worksite. We have provided some tips below to ensure you are prepared.

If you would like more than one worksite considered for designation, you will need to submit a separate application for each worksite. If you have more than 5 worksites, you may prefer to submit these by completing a spreadsheet. If so, please contact TexasMotherFriendlyWorksite@dshs.texas.gov for a copy of the spreadsheet you will need to complete.

✓ **Have your employee worksite lactation support policy close by.**

To receive your designation as a Texas Mother-Friendly Worksite, you'll need to submit your worksite's written employee [lactation support policy](#). If you have more than one policy document, please merge them into a single document if possible. If you have this document in PDF or Word format, we will give you an opportunity to upload it. Otherwise, you will be asked to fax it to our offices.

✓ **Be prepared to answer a few questions about your policy.**

We will ask some questions about your worksite lactation support policy. If you need to review your policy to find the answers to these questions, please do so before beginning the application process.

✓ **Have your Worksite information ready.**

In addition to providing a copy of your policy, you will be asked to confirm that your worksite meets the [criteria for designation](#). We will also ask some questions about your worksite location

Once you have everything ready, the application should take 15-20 minutes.

Worksite Application

Step 1 of 4 – Worksite and Contact Info

Employer Name:

Industry:

For more information about these industries, please visit the U.S. Census Bureau website.

Please Choose



Out-of-State Locations:

(list of all states, including District of Columbia, Alberta, and “Locations outside the United States”)

Do you also have worksites outside of Texas? If so, where?

No worksites outside Texas

Alabama

Alaska

Arizona

Arkansas

American Samoa

California

Colorado

Connecticut

Delaware

Worksite:

If your organization has multiple worksites, please be sure the name you assign to this worksite distinguishes it from others when it is featured in our Texas Directory. For example, “Corporate Offices,” “Store #15”, or “Eastside Clinic”.

Name

Street Address

City

Zip

Environment:

Please Choose ▾

Employees:

Please Choose ▾

Website URL:

Primary Contact:

Name

Title

Email

Phone

Secondary Contact (Optional)

Skip if not needed

Name

Title

Email

Phone

Policy Document:

Upload Policy Document (file upload – accepted format PDF or Word doc)

Policy Questions

Your Company Policy on Lactation Support

Please do your best to answer the questions below. If any question seems confusing or if you're not sure of an answer, just answer to the best of your knowledge. Please keep your answers to 500 characters or fewer.

Flexible Schedule

How does your business or organization provide work schedule flexibility, including scheduling breaks and work patterns, to provide time for the expression of breast milk during work hours each time an employee has a need to express breast milk?

Private Space

How does your business or organization provide a private, accessible location for the expression of breast milk? (Any clean, comfortable, private area, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, with an electrical power source and a comfortable chair can function as a milk expression space.)

Water Source

Please describe access to a clean, safe water source and a sink for washing hands and rinsing out breast pump equipment near the private, accessible location. (Although it's easiest and more time-efficient if the sink is located in the milk expression space, a nearby restroom or break room sink may be used.)

Storage

What type of hygienic options do employees have for storing expressed breast milk?

Communication

Describe how you inform employees about your worksite lactation support and related policies and how the policy is regularly communicated to employees.

About your Worksite

About Your Worksite

Below you'll find a short series of questions about your worksite. Please check the boxes to describe the features and amenities your organization offers its employees. Worksites that go above and beyond the minimum criteria may be eligible for the Silver- or Gold-level designation.

Please note that if your organization has more than one worksite applying for designation, please limit your answers to the worksite named on this application.

Minimum Standards

Does your worksite meet the minimum criteria for Texas Mother-Friendly Worksite designation?

Please indicate whether the following are true and correct for this worksite:

	Yes	No
Adheres to the definition of a Texas Mother-Friendly Worksite. A mother-friendly business is defined as a worksite that actively promotes and supports breastfeeding by its employees and that maintains a written worksite lactation support policy that is regularly communicated to employees.	<input type="radio"/>	<input type="radio"/>
Provides work schedule and work pattern flexibility to, at minimum, accommodate a reasonable break time for a nursing employee to express breast milk or to breastfeed each time such employee has the need, for one year or longer after the child's birth.	<input type="radio"/>	<input type="radio"/>
Provides employees a private, accessible area, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, for either expressing breast milk or breastfeeding each time such employee has the need to express breast milk or breastfeed.	<input type="radio"/>	<input type="radio"/>
Provides access to a clean, safe water source and a sink.	<input type="radio"/>	<input type="radio"/>
Provides access to a hygienic place to store expressed breast milk.	<input type="radio"/>	<input type="radio"/>

Silver- or Gold- Level Designation (optional)

If you are interested in a Silver- or Gold- level designation, you'll need to answer a few more questions about your worksite.

Please indicate whether the following are true and correct for this worksite:

- ☐ I am interested in Silver -or Gold- level designation
- ☐ I am not interested in Silver- or Gold- level designation at this time (Submit Application for Basic Designation)

Lactation Room

(Both Silver and Gold)

	Yes	No
Provides a break room space with a locking door that is dedicated for use only by employees who are breastfeeding or expressing breast milk.	<input type="radio"/>	<input type="radio"/>

Lactation Room Amenities

Silver - Provides at least one of the first three items listed below for use in the dedicated lactation break room space.

Gold - Provides all of the following items for use in the dedicated lactation break room space.

	Yes	No
A hospital-grade multi-user electric breast pump for use by employees (employer may or may not provide the employees' personal use access kits) OR a personal portable electric breast pump for each breastfeeding employee purchased by the worksite OR a personal portable electric breast pump for each breastfeeding employee that is purchased with full or partial support/subsidy from the worksite.	<input type="radio"/>	<input type="radio"/>
A sink with hot and cold running water and a supply of soap and paper towels	<input type="radio"/>	<input type="radio"/>
A refrigerator or personal coolers for breast milk storage	<input type="radio"/>	<input type="radio"/>
A bulletin board	<input type="radio"/>	<input type="radio"/>
A telephone	<input type="radio"/>	<input type="radio"/>

Flexibility and Time Off

Silver - Has adopted written policy authorizing employees to select one or more of the first eight options listed below to facilitate breastfeeding and/or the expression of breast milk.

Gold - Provides all of the following items for use in the dedicated lactation break room space.

	Yes	No
Part-time work or some hours worked at home	<input type="radio"/>	<input type="radio"/>
Individualized scheduling of work hours (flex time)	<input type="radio"/>	<input type="radio"/>
Job-sharing	<input type="radio"/>	<input type="radio"/>
Compressed work week	<input type="radio"/>	<input type="radio"/>
Telecommuting	<input type="radio"/>	<input type="radio"/>
Payment for all time taken for breastfeeding and/or breast milk expression as work time	<input type="radio"/>	<input type="radio"/>
On-site childcare	<input type="radio"/>	<input type="radio"/>

Option for the mother to care for her baby at or near her workstation for the first several months after her return from maternity leave	Yes <input type="radio"/>	No <input type="radio"/>
A policy providing at least six weeks of paid maternity or parental leave	<input type="radio"/>	<input type="radio"/>

Communication of Policy

(Both Silver and Gold)

	Yes	No
Provides information about the worksite's written employee breastfeeding support policy to all employees and supervisors within six months of employment and at least annually thereafter.	<input type="radio"/>	<input type="radio"/>

Employee Education and Support

Silver - Makes three or more of the following resources available to expectant and parenting employees.

Gold - Makes five or more of the following resources available to expectant and parenting employees.

	Yes	No
A lending library of breastfeeding pamphlets, books, and/or videos	<input type="radio"/>	<input type="radio"/>
Contact information for local lactation consultants, support group meetings, and/or other community breastfeeding resources	<input type="radio"/>	<input type="radio"/>
A forum, blog, or other electronic networking opportunity for mother-to-mother support among employees	<input type="radio"/>	<input type="radio"/>
Classes on pregnancy and breastfeeding offered at the worksite	<input type="radio"/>	<input type="radio"/>
Facilities for regular support group meetings at the worksite	<input type="radio"/>	<input type="radio"/>
Access to an International Board Certified Lactation Consultant (IBCLC) or other lactation expert as an employee benefit	<input type="radio"/>	<input type="radio"/>
Coordination of the worksite breastfeeding support program by a skilled lactation expert hired by the worksite	<input type="radio"/>	<input type="radio"/>
Breastfeeding education or other supports offered to employees' partners who are expectant fathers	<input type="radio"/>	<input type="radio"/>