



Memorandum

#11-004

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: January 21, 2011

SUBJECT: Implementation date for the revised breast pump forms is February 1, 2011

This memo is to inform Local Agencies that the four required breast pump *Receiving and Transfer Logs* for (1) *Multi-User Electric Breast Pump*, attachment #1 (2) *Single-User Electric Breast Pumps*, attachment #2, (3) *Collection Kits*, attachment #3, and (4) *Manual Breast Pumps and Flanges*, attachment #4 have all been revised. **The implementation date for the revised forms is February 1, 2011.** A sample of each form can be found on the attached 4 pages of this memo.

The revised forms will be posted at <http://www.dshs.state.tx.us/wichd/bf/bfwicres.shtm> for downloading. The revised forms include the following changes:

- Added a place to indicate page # in the right hand corner.
- Reformatted the order of the columns.
- Clarified the first column from “Date” to “Date Received”
- Added column to track the running balance of inventory.
- ***Procedure change:*** Changed requirements from “Staff Initials” to “Printed Staff Signature”.
- Removed all references to faxing receiving reports to the state agency. Currently, local agencies should continue faxing receiving reports to the number on the receiving report within 10 business days; however, this procedure is subject to change in the future.
- Under the log, updated the statements on receipt of required materials to read:
 - *Document shipments received on the date the pumps/flanges are received at your local agency administrative site or breast pump delivery site.*
 - *Complete the breast pump receiving report upon delivery of each shipment and submit to the state agency within 10 business days of receiving inventory.*

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As a reminder, local agencies with multiple sites should maintain a running *Receiving and Transfer Log* for each product at the administrative or breast pump delivery site. The forms should be completed each time local agency shipments are received from the State Agency and then again when transferring inventory to clinic sites.

The *Breast Pump Release Forms (WIC-50/A & WIC-51/A)* as well as the *State Agency Breast Pump Inventory Logs* are in the process of being updated and should be released later this fiscal year. In addition, the *Breast Pump Procedures Manual*, stock number 13-06-12146, is in need of revisions, but there is not a designated timeframe in which this project will be complete. In the interim, staff should refer to breast pump updates announced via memo and during the Breast Pump IDL trainings. For more information concerning the time and dates of IDL trainings please refer to the *Class Schedule* at <http://www.dshs.state.tx.us/wichd/tng/idl-cal-dates.shtm>.

If you have questions or require additional information, please contact Lindsey Randall, Nutrition Education Consultant, at (512) 341-4594 or email Lindsey.Randall@dshs.state.tx.us.

