



## Memorandum

---

#11-026

**TO:** WIC Regional Directors  
WIC Local Agency Directors

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

**DATE:** March 11, 2011

**SUBJECT:** *The Single-User Electric Release Form, WIC-50/A, and the Multi-User Electric Pump Loan/Release Form, WIC-51/A, (revision date of 1/11)*

---

*The Single-User Electric Release Form, WIC-50/A, and the Multi-User Electric Pump Loan/Release Form, WIC-51/A, were recently revised (revision date of 1/11).*

**The revised WIC-50/A includes the following changes:**

- Reformatted the form. The participant information is now located at the top of the release form, followed by statements the participant must agree to, and a place for the participant to sign and date the form.
- Added a place to document an email address for the participant.  
Inserted a new agreement statement which reads, *I understand that it is my responsibility to protect this pump from theft or loss. If the pump is stolen, I understand that it is my responsibility to file a police report and provide WIC with a copy of it if I need a replacement pump.*
- In the “For Staff Use” section, changed the designated place for staff signature so that it now requires staff’s printed name.
- Included a “Notes” section for staff use at the bottom of the release form.

**The revised WIC-51/A includes the following changes:**

- Reformatted the form. The participant information is now located at the top of the release form, followed by statements the participant must agree to, and a place for the participant to sign and date the form.
- Added a place to document an email address for the participant.
- Changed the designated place for WIC Participant Signature to also include Proxy Signature if applicable.
- Inserted a new agreement statement which reads, *If pumping is discontinued earlier than anticipated, I agree to return the pump to the WIC clinic prior to the scheduled due date.*
- In the “For Staff Use” section, changed the designated place for staff signature so that it now requires staff’s printed name.
- Extended the line for “Due Date” to allow for more room to document breast pump renewal dates on the release form when needed.
- Incorporated a place to document the 4 attempted retrieval contacts as per the *Guidelines for Retrieving Multi-User Breast Pumps in the Breast Pump Procedures Manual*.
- ***Procedure change to Retrieval Procedures:*** With permission from the participant, local agencies may now send a text message or an email asking the participant to call the WIC clinic and consider it as one of their attempted retrieval contacts. The clinic staff should document the date and method of contact on the release form or on the inventory log. If the pump is not returned after sending a text message or email, staff can document the result as a non-response.

Staff should continue using the older version of the release forms until current stock is depleted.

If you have any questions or require additional information, please contact Cristina Garcia, at (512) 341-4583 or [cristina.garcia@dshs.state.tx.us](mailto:cristina.garcia@dshs.state.tx.us), or Tracy Erickson, at (512) 341-4521 or [tracy.erickson@dshs.state.tx.us](mailto:tracy.erickson@dshs.state.tx.us).