



## Memorandum

---

**#11-103**

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

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

**DATE:** July 26, 2011

**SUBJECT:** Policy Memo – New/Revised Policies: *BF:01.0 Breastfeeding Promotion Standards, BF:02.0 Local Agency Breastfeeding Coordinator, BF:04.0 Breastfeeding Training, BF:05.0 Issuance and Inventory of Manual and Single User Electric Breast Pumps, BF:06.0 Loan and Inventory of Multi-user Breast Pumps, BF:07.0 Issuance of Breast Pumps to a Proxy* and New Policy *GA:22.0 Full Use of Federal Funds*

---

This memo announces revisions and addition of the subject policies as follows. The policies are effective August 1, 2011. At that time they will be posted and you may update your *Policy and Procedures Manual* by accessing the *WIC Website* at:

[http://www.dshs.state.tx.us/wichd/policy/toc\\_bf.shtm](http://www.dshs.state.tx.us/wichd/policy/toc_bf.shtm)

[http://www.dshs.state.tx.us/wichd/policy/toc\\_ga.shtm](http://www.dshs.state.tx.us/wichd/policy/toc_ga.shtm)

### **Summary of Revisions**

#### ***BF:01.0 Breastfeeding Promotion Standards***

- **Procedure I, A, 5, b** – Added “helpful online resources (i.e. websites, forums, local agency run social media sites).”
- **Procedure I, A, 5** – Changed the names of the breastfeeding referral lists to Staff Referral Protocol and Client Referral Handout for clarification purposes and added recommendation of resources to add to each document.
- **Procedure I, B** – Shortened “All pregnant women will be provided counseling regarding the benefits of breastfeeding, the basic “how tos” of breastfeeding and WIC food packages for moms and infants.” to “All pregnant women will be provided counseling regarding breastfeeding and WIC food packages for moms and infants.”
- Added stock numbers for required brochure, *WIC Food Packages for Moms and Infants*.
- A few other minor clarifications were made throughout.

#11-103, Policy Memo – New/Revised Policies: *BF:01.0 Breastfeeding Promotion Standards, BF:02.0 Local Agency Breastfeeding Coordinator, BF:04.0 Breastfeeding Training, BF:05.0 Issuance and Inventory of Manual and Single User Electric Breast Pumps, BF:06.0 Loan and Inventory of Multi-user Breast Pumps, BF:07.0 Issuance of Breast Pumps to a Proxy* and New Policy *GA:22.0 Full Use of Federal Funds*

July 26, 2011

Page 2

***BF:02.0 Local Agency Breastfeeding Coordinator***

- **Procedure III, F** – Combined F and G; BF Coordinator requirement to keep the Staff Referral Protocol and Client Referral Handouts up to date.
- **Procedure III, G (replaces H)** – Clarified the BF Coordinator requirement to train staff on appropriate Staff Referral Protocol within their first month of employment.

***BF:04.0 Breastfeeding Training***

- **Procedure I** – Added clarification that the staff training on LA protocol regarding who to contact to answer participant's questions utilize the Staff Referral Protocol document referenced in policy *BF:01.0*.
- **Procedure V** – Deleted completion of breast pump module as training option as it has been significantly streamlined and does not qualify as a training resource any more.
- **Procedure VI** – Added that WCSs who complete either Principles of Lactation Management (POLM) or Breastfeeding Management and repeat the training no less than every five years are allowed to counsel on risk codes 602 and 603.
- **Procedure VII** – Deleted Evidenced-Based Lactation Management training as it is no longer offered.
- **Procedure VIII** – Changed Clinical Lactation Practicum training requirement to completion of POLM and LCPS within five years of CLP date (now more lenient).
- Updated names and abbreviations of breastfeeding trainings.

***BF:05.0 Issuance and Inventory of Manual and Single User Electric Breast Pumps and BF:06.0 Loan and Inventory of Multi-User Breast Pumps***

- **Policy Description** – Added “Local agencies shall not implement policies regarding breast pump issuance that are more restrictive than the State Agency breast pump policies.”
- **Definitions** – Added definition for **Designated and Trained Staff** – Staff who have been designated by the WIC Director or Breastfeeding Coordinator to issue breast pumps and who have completed required breast pump training described in *BF:04.0*. Also added definition for **Single-User Breast Pump** in *BF:05.0*.
- Reorganized policies into Issuance, Training, Inventory and Retrieval sections.
- Added WCS and other designated and trained staff as authorities for determining pump issuance.
- Added reference to policy *GA:03.0* for breast pump log and release form retention rates.

#11-103, Policy Memo – New/Revised Policies: *BF:01.0 Breastfeeding Promotion Standards, BF:02.0 Local Agency Breastfeeding Coordinator, BF:04.0 Breastfeeding Training, BF:05.0 Issuance and Inventory of Manual and Single User Electric Breast Pumps, BF:06.0 Loan and Inventory of Multi-user Breast Pumps, BF:07.0 Issuance of Breast Pumps to a Proxy* and New Policy *GA:22.0 Full Use of Federal Funds*

July 26, 2011

Page 3

- Clarified definition of single and multi-user pumps.
- Added clarification that reason for pump issuance is not restricted by state policy to three procedures in the policy.
- Added clarification on use of inventory logs and management of inventory in Procedures IV – IX.
- Clarified stolen pump procedure to state *A WIC participant who reports that her electric breast pump was stolen shall present a police report prior to being issued another electric pump. If a police report cannot be obtained, a manual pump can be issued. Stolen pumps and collection kits shall be reported to State Agency according to Policy AC:35.0.*

***BF:06.0 Loan and Inventory of Multi-user Breast Pumps (in addition to changes above)***

- **Procedure I, B** – Extended food benefits issuance from double to triple issuance keeping multi-user pump issuance at two months max with additional guidance for follow up.

***BF:07.0 Issuance of Breast Pumps to a Proxy***

- **Procedure I** – Added requirement that WIC participant must have delivered her baby.
- **Procedure III** – Removed requirement that proxy must have WIC participant's WIC Lone Star Card. Added other forms of ID in lieu of WIC Lone Star Card. Added requirement that the participant's active enrollment shall be verified.
- Minor clarifications also made throughout.

**New Policy**

***GA:22.0 Full Use of Federal Funds***

- Requires the full use of federal funds as required by the *Healthy, Hunger-Free Kids Act of 2010*.

If you have any questions or require additional information regarding the Breastfeeding policies, please contact Tracy Erickson, WIC Breastfeeding Coordinator, at [tracy.erickson@dshs.state.tx.us](mailto:tracy.erickson@dshs.state.tx.us) or (512) 341-4321. If you have a question regarding *GA:22.0 Full Use of Federal Funds*, please contact Benny Jasso at [benny.jasso@dshs.state.tx.us](mailto:benny.jasso@dshs.state.tx.us) or (512) 341-4572.

Attachments

<p>Nutrition Services Department of State Health Services</p>
---

Effective August 1, 2011

Policy No. BF:01.0

---

## Breastfeeding Promotion Standards

### Purpose

To establish breastfeeding (BF) as the natural and optimal way to feed infants. To encourage WIC participants to breastfeed their infants. To provide optimal support to breastfeeding participants.

### Authority

7 CFR Part 246.11

### Policy

The WIC staff and the clinic environment shall promote and support breastfeeding.

### Definition

Breastfeeding – the practice of feeding a mother’s breastmilk to her infant(s) on the average of at least once a day.

### Procedures

- I. The local agency (LA) shall provide a supportive clinic environment.
  - A. All staff shall promote breastfeeding as the normal way to feed all infants.
    1. Breastfeeding shall be visibly represented as the normal way to feed all infants through use of posters and/or other visuals in the clinic.
    2. Formula shall be stored where applicants and participants cannot see it.
    3. Breastfeeding shall be referred to positively by all WIC staff and staff shall assume all women will initiate breastfeeding.

<p>Nutrition Services Department of State Health Services</p>
---

Effective August 1, 2011

Policy No. BF:01.0

---

For example, starting conversations with open ended questions such as, "How long do you plan to breastfeed."

4. Participants should feel comfortable breastfeeding their infants in the clinic and asking questions about and discussing breastfeeding with any staff.
5. Every WIC clinic shall have the following breastfeeding referral documents:
  - a. Staff Referral Protocol -a list of contacts for staff to use when they have a breastfeeding situation or question that is beyond their own level of expertise. All staff shall have a copy of the document or the document shall be posted in at least one place, easily visible, and all staff shall be made aware of the location. This document can be in flow chart form or a list that may include peer counselors, LA BF Coordinator, LA Trained Breastfeeding Educators and contract IBCLCs, Lactation Consultants, WIC lactation support centers (i.e. Mom's Place - Austin, Lactation Foundation - Houston, Lactation Care Center - Dallas), local La Leche League Leaders, National breastfeeding help lines, and web links to professional breastfeeding resources.  
(See **Policy BF: 02.0**, Procedure III, F and G.)
  - b. Client Referral Handout –provides a list of qualified individuals able to answer their breastfeeding questions. The document can contain local WIC staff such as Peer Counselors, Trained Breastfeeding Educators, and Lactation Consultants, local La Leche League leaders, local hospital lactation support program/personnel, online resources (i.e. websites, forums, local agency run social media sites), and local and National help lines. This referral handout should be kept up to date and offered to every pregnant and breastfeeding participant. Breastfeeding participants that were enrolled during pregnancy shall be offered the referral list again at

<p>Nutrition Services Department of State Health Services</p>
---

Effective August 1, 2011

Policy No. BF:01.0

---

their breastfeeding certification appointment. (See [Policy BF: 02.0](#), Procedure III, F.)

- B. Every pregnant participant shall receive breastfeeding education.
  - 1. Breastfeeding counseling shall not replace VENA counseling but shall be considered a separate part of the pregnant certification, in addition to VENA counseling.
    - a. Ideally, a pregnant participant will finish her VENA counseling session with the CA or WCS and then be provided counseling by a PC or IBCLC for infant feeding counseling while her information is being entered into the WIC system.
    - b. A CA or WCS can provide breastfeeding counseling if a PC or IBCLC is not available.
  - 2. All pregnant women will be provided counseling regarding breastfeeding and WIC food packages for moms and infants. Counseling session will incorporate issuance of:
    - a. Prenatal Breastfeeding Education Bag. Counseling should focus on addressing barriers to breastfeeding and encouraging moms to learn all they can about BF. Each item in the bag should be briefly addressed in the counseling session. When preassembled bags are not available, each pregnant participant should be given a breastfeeding DVD (stock no. DV0057), a Dad/Partner brochure, and a Grandparent brochure at a minimum, in the appropriate language in lieu of a preassembled bag.
    - b. WIC Food Packages for Moms and Infants brochure (stock no. 13-06-13124 and 13-06-13124a), focusing on the importance of exclusive breastfeeding in the first month postpartum and that WIC offers breastfeeding mothers breast pumps instead of formula in the first month postpartum (baby's birth month). Participants who want to combine breastfeeding with formula feeding should be told that WIC can accommodate their need to combination feed after the first month postpartum.

<p>Nutrition Services Department of State Health Services</p>
---

Effective August 1, 2011

Policy No. BF:01.0

---

- c. Client referral handout described in Procedure I. A. 5. b. above.
    - d. Other materials as needed or requested by participant.
  - C. Every breastfeeding participant shall receive breastfeeding support. If a breastfeeding participant asks for formula or an increase in amount of formula, she shall also receive individual counseling or phone consultation from a PC, IBCLC, CA, or WCS to attempt to keep the mom breastfeeding.
    - 1. Food package and formula quantities shall not be changed until after the individual counseling.
    - 2. Participants shall be made aware of the availability of breast pumps and be provided counseling for any breastfeeding concerns.
    - 3. The State agency encourages LAs to utilize PCs and non-CA IBCLCs to help determine appropriate food packages and formula quantities for breastfeeding participants; however, only a CA or a WCS can authorize the change of a food package.
- 4. If formula is issued, the amount issued should reflect the amount needed by the participant as authorized by the CA or WCS. The participant should not automatically be issued the maximum amount of formula allowed.
- D. All materials distributed or visible to participants shall:
  - 1. Be free of formula product names and/or logos with the exception of the WIC Approved Foods materials. This also includes office supplies such as cups, pens, and notepads.
  - 2. Be free of language that undermines the mother's confidence in her ability to breastfeed.
  - 3. Show breastfeeding in a positive light. Mothers shall be shown breastfeeding discreetly. If fathers are shown, they shall be shown positively interacting with the baby.
  - 4. Be at an appropriate reading level for WIC participants.
  - 5. Be culturally appropriate.
  - 6. Be accurate and up-to-date.

Nutrition Services Department of State Health Services
---

Effective August 1, 2011

Policy No. BF:01.0

---

- 7. Be state agency developed or pre-approved according to [Policy NE: 04.0](#).
- II. All local WIC staff shall receive BF training according to [Policy BF: 04.0](#).
- III. For allowable BF expenditures, see [Policy AC: 34.0](#).

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

Effective August 1, 2011

Policy No. BF:02.0

---

**Local Agency Breastfeeding Coordinator**

**Purpose**

To ensure that breastfeeding (BF) is promoted and supported on a local level.

**Authority**

7 CFR Part 246.11

**Policy**

The LA shall designate a BF coordinator.

**Definition**

Department of State Health Services Trained BF Educator - a person who has successfully completed both *Principles of Lactation Management* and *Lactation Counseling and Problem Solving* courses in the last five years.

**Procedures**

- I. The LA BF coordinator shall be trained to promote and support breastfeeding.
  - A. The BF coordinator shall be trained as one of the following:
    1. International Board Certified Lactation Consultant (IBCLC).
    2. Department of State Health Services Trained BF Educator.
    3. University of California at Los Angeles (UCLA) Certified Lactation Educator.
    4. Other comparable training as approved by the SA BF coordinator.

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

Effective August 1, 2011

Policy No. BF:02.0

- B. If the BF coordinator does not meet the above training requirements prior to assuming the position, the individual has one calendar year from assuming the position to become trained.
  - C. The required training in procedure I, A must be repeated, or the certification renewed in the case of IBCLCs, every five years.
  - D. The BF coordinator shall receive training on breast pump issuance, inventory control, and retrieval, basic troubleshooting, assembly, use, and cleaning within the first six months of employment and prior to issuing breast pumps to WIC participants. (See [Policy BF:04.0](#))
  - E. The BF coordinator shall attend the annual WIC Program's Nutrition and Breastfeeding conference every fiscal year. Other conferences or trainings may be attended in lieu of this conference with the approval of the SA BF coordinator.
  - F. The BF coordinator shall complete all SA nutrition modules as required by [Policy NE: 02.0](#).
  - G. Documentation of the BF coordinator's initial and on-going training shall be maintained at the LA for review.
- II. LAs shall have a designated BF coordinator at all times. If the designated BF coordinator will be out for extended leave (i.e. maternity leave, workman's comp), an interim BF coordinator shall be appointed.
- A. If this person is in the interim position for 3 months or less, they do not need to satisfy the training requirements in this policy.
  - B. If this person is in the interim position for more than 3 months, training requirements shall be met within a year of assuming the position of BF coordinator.
- III. The BF coordinator shall oversee:
- A. the BF portion of the NE/BF/TR Plan (see [Policy NE:03.0](#));
  - B. BF activities including but not limited to:

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

Effective August 1, 2011

Policy No. BF:02.0

- 
1. Ensuring the clinic environment promotes and supports BF according to **Policy BF:01.0**;
  2. Providing the opportunity for all pregnant and BF WIC participants to receive individual counseling and nutrition education classes that promote and support BF;
  3. Ensuring all individual counseling and nutrition education classes that address infant feeding promote BF as the preferred way to feed an infant;
  4. Ensuring BF promotion/support activities are evaluated and necessary changes are implemented to ensure that BF rates increase at the LA;
- C. The LA BF Peer Counselor (PC) Program, if active, and if there is not a LA PC coordinator;
- D. Coordination and documentation of BF training at the LA according to **Policy BF: 04.0**;
- E. Networking with other health professionals and community organizations to promote and support BF in the community;
- F. Keeping the Staff Referral Protocol and Client Referral Handout up to date(See **Policy BF:01.0**, Procedure I, A, 5.)
- G. Training staff on appropriate Staff Referral Protocol within their first month of employment (See **Policy BF:04.0**, Procedure I.)

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

Effective August 1, 2011

Policy No. BF:04.0

---

## **Breastfeeding Training**

### **Purpose**

To ensure that breastfeeding (BF) is promoted and supported on a local agency (LA) level.

### **Authority**

7 CFR Part 246.11

### **Policy**

All WIC staff who provide direct clinic services to WIC participants shall receive initial and ongoing training on BF promotion and support.

### **Procedures**

- I. All WIC staff who provide direct clinic services to WIC participants shall receive training on LA protocol regarding whom to contact to answer participant's questions on BF if beyond the staff person's expertise. This training shall utilize the Staff Referral Protocol document referenced in policy BF:01.0 and occur within one month of employment. The training may be completed by an orientation session with the BF Coordinator, WIC Director, or clinic supervisor.
  
- II. All WIC staff who provide direct clinic services to WIC participants shall complete the Breastfeeding Promotion and Support Module within 6 months of employment with the exception of Peer Counselors (PCs), International Board Certified Lactation Consultants, Registered Dietitians, and degreed nutritionists (See policy NE: 02.0). The module can be accessed at <http://www.dshs.state.tx.us/wichd/bf/bfwicres.shtm> or completed via Interactive Distance Learning (IDL) at <http://www.dshs.state.tx.us/wichd/tng/desc-bf.shtm>

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

Effective August 1, 2011

Policy No. BF:04.0

---

- III. All WIC staff who provide direct clinic services shall receive ongoing annual updates in BF. The ongoing BF training requirement may be satisfied by all WIC staff attending an in-service on current issues in BF, a BF training, repeating a required BF training listed in procedure VI, or attending a BF conference at least once every fiscal year.
  
- IV. The BF Coordinator and all WIC CAs shall receive training on breast pump issuance, inventory control, retrieval, basic troubleshooting, assembly, use, and cleaning within 6 months of employment and prior to issuing breast pumps to WIC participants. Any other WIC staff designated by the WIC Director or BF Coordinator to issue breast pumps shall receive the same training. WIC staff shall receive the training listed in Procedures I, II, and V prior to issuing breast pumps to WIC participants.
  
- V. Breast pump training shall be satisfied by successful completion of the following IDLs:
  - A. Texas WIC Breast Pump Program\_01- Issuance, Inventory and Retrieval of Breast Pumps and
  - B. Texas WIC Breast Pump Program\_02-Basic Use, Assembly & Cleaning of Ameda and Medela Breast Pumps IDL trainings.For breast pump IDL trainings go to <http://www.dshs.state.tx.us/wichd/tng/desc-bf.shtm>.
  
- VI. All CAs (with the exception of IBCLCs) shall complete one of the following DSHS BF trainings within 12 months of employment and repeat this training no less than every five years:
  - A. Principles of Lactation Management (POLM)
  - B. Breastfeeding Management

WCSs who have completed A or B above and repeat the training no less than every five years can counsel on risk codes 602 and 603.

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

Effective August 1, 2011

Policy No. BF:04.0

To find the current BF training schedule and registration instructions go to <http://www.dshs.state.tx.us/wichd/lactate/courses.shtm>.

- VII. CAs and WCSs are not required but are strongly encouraged to complete the following advanced DSHS breastfeeding trainings:
- A. Lactation Counseling and Problem Solving (LCPS), or Managing Breastfeeding Complications (MBC)
  - B. Breastfeeding the Compromised Infant (BFCI)– This training is a highly effective tool for breastfeeding management for the premature infant
  - C. Clinical Lactation Practicum (CLP) – A three day mentorship program based at Lactation Resource and Training Centers in Texas.
- VIII. The following prerequisites apply to DSHS BF trainings:
- A. MBC and BFCI prerequisites: Completion of Breastfeeding Management no more than three years prior to date of MBC and BFCI training.
  - B. LCPS prerequisite: Completion of POLM no more than three years prior to date of LCPS training
  - C. CLP prerequisite: Completion of LCPS and POLM no more than five years prior to date of CLP.
- IX. WIC Staff designated to issue nipples shields or supplemental nursers, with the exception of IBCLCs, are required to complete training prior to issuing these supplies. Training can be satisfied through:
- A. Completion of POLM and LCPS within the last five years, or,
  - B. Completion of IDL training on issuance of nipple shields and supplemental nursers. To find breastfeeding IDL trainings go to <http://www.dshs.state.tx.us/wichd/tng/desc-bf.shtm>.
- X. PCs shall be trained in accordance with SA designated PC training materials prior to working with WIC participants and receive monthly in-services according to [Policy BF:03.0](#).

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

Effective August 1, 2011

Policy No. BF:05.0

---

**Issuance and Inventory of Manual and  
Single-user Electric Breast Pumps**

**Purpose**

To enable WIC breastfeeding mothers to initiate and maintain breastfeeding when having to return to work or school or during special circumstances.

**Authority**

7 CFR Part 246.14; USDA FNS Policy Memorandum, 99-WIC-73

**Policy**

The local agency (LA) staff shall provide manual and single-user electric breast pumps to breastfeeding WIC participants when needed to manage breastfeeding and maintain milk supply.

Local agencies shall maintain a secure and perpetual inventory of all pumps at all times.

Local agencies shall not implement policies regarding breast pump issuance that are more restrictive than the state agency breast pump policies.

**Definition**

Single-User Breast pump - can be manual or electric and are classified as personal hygiene items by the Food and Drug Administration. They should never be used by more than one (1) person.

Lost or Stolen Breast Pump – a missing breast pump that is not accounted for by way of a breast pump log or a release form.

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

Effective August 1, 2011

Policy No. BF:05.0

---

Designated and Trained Staff – Staff who are designated by the WIC Director or Breastfeeding Coordinator to issue breast pumps and who have completed required breast pump training described in BF:04.0

## **Procedures**

### I. Issuance

- A. A WIC participant who requests a breast pump shall not be denied a pump. Each participant's pump needs are different and should be assessed individually upon issuance. It is up to the CA, WCS, Peer Counselor, Lactation Consultant, WIC Director, or other designated and trained staff (See BF:04.0) to determine which pump would best fit the participant's need.
- B. Manual Breast Pump Issuance
  - 1. A manual breast pump can be issued for any reason. The reason for pump issuance is not restricted by state policy, but should be documented appropriately on the corresponding inventory log. Some examples of when a mom might need a manual pump include but are not limited to:
    - i. to help in resolving short-term breastfeeding concerns such as engorgement, flat or inverted nipples, oversupply, sleepy baby, or plugged duct.
    - ii. for very infrequent separation from their baby such as part-time work (less than six hours per week).
    - iii. for mothers who would rather feed their expressed milk in a bottle while in public.
    - iv. for any other reason as determined by the CA, WCS, Peer Counselor, Lactation Consultant, WIC Director, or other designated and trained staff.
  - 2. WIC staff shall have participants print and sign their name on the appropriate inventory log upon issuance of a manual breast pump. The inventory log should then be completed and initialed by the staff member conducting the pump training and issuance.

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

Effective August 1, 2011

Policy No. BF:05.0

---

C. Single-User Electric Pump Issuance

1. A single-user electric breast pump can be issued for any reason. There are no restrictions on breast pump issuance in regards to the amount of formula a participant receives. The reason for pump issuance is not restricted by state policy, but should be documented appropriately on the corresponding inventory log. Some examples of when a mom might need a single-user electric pump include but are not limited to:
  - i. for mothers who must be separated from their infant for reasons such as part-time (of approximately six hours or more per week) or full-time return to work or school, brief infant or mother hospitalization, sharing custody of infant, or for any other reason that involves a mom/infant separation of approximately six or more hours per week.
  - ii. for mothers of compromised infants who need help maintaining their milk supply after establishing their milk with a multi-user electric pump. Examples include infants born pre-term or near-term with cleft lip or palate, Down Syndrome, cardiac problems, cystic fibrosis, PKU, neurological impairment, or any other reason.
  - iii. for mothers who are having difficulty maintaining adequate milk supply due to infant/mother illness or need for maternal medications that are contraindicated with lactation.
  - iv. for mothers who need an electric pump to establish their milk supply but who participate or will be transferring to another local agency. (Multi-user electric pumps can also be issued for this reason. Refer to the Breast Pump Procedures Manual for transfer instructions.)
  - v. for any other reason as determined by the CA, WCS, Peer Counselor, Lactation Consultant, WIC Director, or other designated and trained staff.

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

Effective August 1, 2011

Policy No. BF:05.0

---

2. WIC staff shall have participants receiving a single-user electric pump read, initial the statements, and sign the single-user breast pump release form upon issuance of a single-user electric pump. If a participant cannot read, the release form shall be read to the participant. The release form shall also be signed by the staff member conducting the pump issuance. The release form shall be distributed as follows:
  - i. original in participant or central file; and
  - ii. copy to participant.Upon issuance, WIC staff shall also complete all sections of the Single-User Electric Breast Pump Inventory Log.
- D. WIC staff shall not issue a breast pump to themselves or relatives. The WIC employee who is scheduled or has a family member scheduled for an appointment shall make arrangements for another WIC employee to issue the breast pump.
- E. WIC staff shall not issue a single-user electric breast pump and multi-user electric breast pump to a participant at the same time. The multi-user electric breast pump shall be returned to the clinic before a single-user electric pump may be issued. A single-user electric breast pump may be issued the same day a multi-user electric pump is returned if it is determined the WIC participant needs it to maintain her milk supply.

## II. Training

- A. Before receiving a breast pump, mothers shall be trained by WIC staff on assembly, use, and cleaning of the breast pump, and storage of human milk utilizing the pump that is being issued to the participant or a demonstration pump. Showing a participant a breast pump video does not count as training.
- B. WIC staff conducting training shall have completed the Breastfeeding Promotion and Support Module and been previously trained on breast pump issuance, inventory control, basic troubleshooting, retrieval, assembly, use, cleaning, and LA protocol on who to contact to answer participant's questions on breastfeeding (BF). See Policy BF:04.0.

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

Effective August 1, 2011

Policy No. BF:05.0

---

### III. Inventory

- A. All full time clinics, at minimum, shall maintain an inventory of manual and electric breast pumps. If inventory is not stored at part time or satellite clinics, WIC staff shall ensure participants have access to the appropriate pump without the need for additional travel (i.e. staff will deliver from full-time clinic or to participant's clinic, home or a mutual meeting place.)
- B. WIC staff shall document shipments of manual and single-user electric pumps received, transferred, and issued on SA breast pump inventory logs which shall be maintained in a central breast pump file at the LA for audit purposes.
- C. The LA shall maintain a secure and perpetual inventory of all breast pumps and flanges at all times. Reconciliation of breast pump logs to actual breast pump inventory shall be done once a month, at minimum. State agency breast pump logs may be modified with prior approval by the SA BF Coordinator. See policy GA: 3.0 for breast pump log and release form retention rates.
- D. WIC staff shall not issue a replacement electric pump until a participant returns the broken or defective electric breast pump to the clinic.
- E. A WIC participant who reports that her single-user electric breast pump was stolen shall present a police report prior to being issued another electric pump. If a police report cannot be obtained, a manual pump can be issued. Pumps and collection kits stolen out of clinic inventories shall be reported to State Agency according to Policy AC:35.0.

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

Effective August 1, 2011

Policy No. BF:06.0

---

## **Loan and Inventory of Multi-user Electric Breast Pumps**

### **Purpose**

To enable WIC participants to initiate breastfeeding and increase the duration of breastfeeding in special circumstances.

### **Authority**

7 CFR Part 246.14; USDA FNS Memorandum 99-WIC-73

### **Policy**

Local agencies shall provide multi-user electric breast pumps and collection kits to WIC participants who need to establish their milk supply.

Local agencies shall maintain a secure and perpetual inventory of collection kits and multi-user electric pumps at all times.

Local agencies shall not implement policies regarding breast pump issuance that are more restrictive than the state agency breast pump policies.

### **Definitions**

Multi-user Electric Breast Pump – a breast pump with a powerful and reusable motor unit that is designed for mothers who need to establish their milk supply with a breast pump alone or with minimal breastfeeding by the infant.

Milk Collection Kit - a personal use milk collection kit given to WIC mothers, who are temporarily loaned a multi-user electric pump, and should never be used by more than one (1) person.

Irretrievable Multi-user Electric Breast Pump – a multi-user electric breast pump originally loaned to a WIC participant, but deemed irretrievable

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

Effective August 1, 2011

Policy No. BF:06.0

---

according to the Guidelines for Retrieval of Multi-user Breast Pumps in the Breast Pump Procedures Manual.

Lost or Stolen Breast Pump – a missing breast pump that is not accounted for by way of a breast pump log or a release form.

Designated and Trained Staff – Staff who are designated by the WIC Director or Breastfeeding Coordinator to issue breast pumps and who have completed required breast pump training described in BF:04.0

## Procedures

### I. Issuance

- A. Multi-user electric pumps can be issued for any reason. The reason for pump issuance is not restricted by state policy, but should be documented appropriately on the corresponding inventory log. Some examples of when a mom might need a multi-user electric pump include but are not limited to:
1. for mothers of newborns with special needs such as prematurity, low birth weight, Down Syndrome, cardiac problems, cystic fibrosis, PKU, neurological impairment, or other special needs.
  2. for mothers of newborns with physical or neurological impairment such as cleft lip or palate, tongue tie, uncoordinated suck/swallow pattern, weak suck, inability to suck, or inability to effectively latch-on to the breast.
  3. for mothers who must be separated from their newborn due to infant or mother hospitalization.
  4. for mothers at risk for delayed lactogenesis II, such as mothers who had cesarean section delivery or conditions such as diabetes, obesity, hyperthyroidism, insufficient mammary glandular tissue, postpartum hemorrhage, ovarian cyst, polycystic ovarian syndrome, and history of breast surgery.
  5. for mothers who want to re-lactate.
  6. for any other reason as determined by the CA, WCS, Peer Counselor, Lactation Consultant, WIC director, or other designated and trained staff (See **BF:04.0**).
- B. Food benefits may be single-, double-, or triple-issued to WIC participants receiving multi-user pumps as determined by the CA, WCS, Peer Counselor,
-

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

Effective August 1, 2011

Policy No. BF:06.0

---

Lactation Consultant, WIC Director, or other designated and trained staff. However, because WIC participants who receive multi-user breast pumps need close follow up, multi-user pumps can only be issued for a maximum of two months at a time.

1. loan extensions can be granted in person or by phone for up to two months at a time.
  2. mothers of infants born prior to 38 weeks shall be granted loan extensions upon request until their baby reaches their original due date, at minimum.
  3. all mothers issued multi-user pumps should be provided with close follow up in an attempt to help mom reach the desired goal of pumping 25 ounces a day, per baby, by day 14 and thereafter, for as long as the mother has the pump.
- C. LA staff shall determine the mother's need for a milk collection kit. If the mother did not receive a collection kit in the hospital or received one that is not designed to work with the LA breast pump, a collection kit shall be issued.
- D. WIC staff shall have participants read, initial each statement, and sign a breast pump loan/release form when borrowing a multi-user pump. If the participant cannot read, the loan/release form shall be read to the participant. The loan/release form shall also be completed and signed by the staff member conducting the issuance. The release form shall be distributed as follows:
1. original in participant or central file; and
  2. copy to participant.
- Upon issuance, WIC staff shall complete all sections of the WIC Inventory Log for Collection Kits and Issuance of Multi-User Breast Pumps.
- E. WIC staff shall not issue a breast pump to themselves or relatives. The WIC employee who is scheduled or has a family member scheduled for an appointment shall make arrangements for another WIC employee to issue the breast pump.
- F. WIC staff may issue a multi-user breast pump to a proxy, 16 years of age or older, if certain conditions identified in **Policy BF: 07.0** are present.

## II. Training

- A. Before receiving a breast pump, mothers shall be trained by WIC staff on assembly, use, and cleaning of the breast pump, and storage of human milk

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

Effective August 1, 2011

Policy No. BF:06.0

---

- utilizing the pump that is being issued to the participant or a demonstration pump. Showing a participant a breast pump video does not count as training.
- B. WIC staff conducting training shall have completed the Breastfeeding Promotion and Support Module and been previously trained on breast pump issuance, inventory control, basic troubleshooting, retrieval, assembly, use, and cleaning, and LA protocol on who to contact to answer participant's questions on BF. See [Policy BF:04.0](#).

### III. Inventory

- A. All full time clinics, at minimum, shall maintain an inventory of multi-user electric breast pumps and collection kits. If inventory is not stored at part time or satellite clinics, WIC staff shall ensure participants have access to the appropriate pump without the need for additional travel (i.e. staff will deliver from full-time clinic or to participant's clinic, home or a mutual meeting place.)
- B. The LA shall maintain a secure and perpetual inventory of all breast pumps, and collection kits at all times. Reconciliation of inventory logs to physical inventory shall be done once a month, at minimum. State agency breast pump logs may be modified with prior approval by the SA BF Coordinator. See [Policy GA: 3.0](#) for breast pump log and release form retention rates.
- C. WIC staff shall document inventory of multi-user electric breast pumps on the Master Inventory Log for Multi-User Electric Breast Pumps, which shall be maintained in a central breast pump file at the LA and available for audit purposes. Information to be documented shall include breast pump serial numbers, date received and staff initials. If a multi-user electric breast pump is no longer in inventory, document the reason it was removed from inventory along with the date and staff initials.
- D. WIC staff shall document collection kits received, multi-user electric pump loan information, and collection kit issuance on the inventory log for collection kits, which shall be maintained in a central breast pump file at the LA and available for audit purposes. The information to be documented shall include participant name, breast pump serial number, reason for issuance, documentation that release form was signed, date issued, date due, staff initials, and date returned.
- E. Upon return to the clinic, staff shall check the pump case for all parts, plug the pump in to ensure it is in good working order, assess the pump for damage, clean the pump motor casing with a mild bleach solution or standard

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

Effective August 1, 2011

Policy No. BF:06.0

---

- household cleaner, and document the date the multi-user electric breast pump was returned on the appropriate inventory log.
- F. WIC staff shall not issue a replacement electric pump until a participant returns the broken or defective electric breast pump to the clinic.
  - G. A WIC participant who reports that her multi-user electric breast pump was stolen shall present a police report prior to being issued another electric pump. If a police report cannot be obtained, a manual pump can be issued. Stolen pumps and collection kits shall be reported to SA according to Policy AC:35.0.
- IV. Retrieval - To prevent financial liability, LAs shall follow the Guidelines for Retrieval of Multi-user Electric Breast Pumps in the Breast Pump Procedures Manual when retrieving pumps that are not returned in a timely manner to the clinic.

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

Effective August 1, 2011

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.

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

Effective August 1, 2011

Policy No. BF:07.0

---

- 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/Release Form, breast pump release form 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 release form should be faxed to the mom. WIC staff should go over each point on the release form 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/Release Form, with another staff as a witness, allowing time between each statement for the mom to agree. Initial each statement on behalf of the mom once she has agreed to each statement.

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

Effective August 1, 2011

Policy No. BF:07.0

---

- 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 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.

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

Effective August 1, 2011

Policy No. GA:22.0

---

**Full Use of Federal Funds**

**Purpose**

To ensure full use of federal funds as required by U.S. Department of Agriculture.

**Authority**

Section 12(b) of the Richard B. Russell National School Lunch Act, 42 U.S.C. 1760(b), as amended by Section 361 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

**Policy**

Each Local Agency (Agency) will support full use of Federal funds provided by the Department of State Health Services for administration of the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). The Agency will exclude such funds from budget restrictions or limitations including, at a minimum, hiring freezes, work furloughs, and travel restrictions affecting the WIC Program.