



MEMORANDUM

24-023

To: WIC Regional Directors
WIC Local Agency Directors

From: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Texas WIC

Date: April 10, 2024

Subject: **Changes to Policy *BF:05.0 – Breast Pump Issuance***

This memo announces a clarifying revision to Texas WIC Policy *BF:05.0 – Breast Pump Issuance* to be consistent with Federal regulations 7 CFR 246.4(a)(27) and Texas WIC Policy *GA:20.0 – Employee Conflict of Interest/Fraud and Abuse*. The current *BF:05.0* policy effective June 1, 2022 has been updated to reflect this change.

<https://www.hhs.texas.gov/providers/wic-providers/wic-policy-procedures-manual>

A Summary of Changes is below:

Procedure I: Issuance

- Added “close friends” to the list of persons/groups that a WIC staff member must not determine eligibility for or issue a breast pump to. (Procedure I.B)

If you have any questions or require additional information regarding Texas WIC Policy *BF:05.0 – Breast Pump Issuance*, please contact Zoe Adams, Infant Feeding Consultant, at Zoe.Adams@hhs.texas.gov.

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Effective June 1, 2022

Policy No. BF:05.0

Breast Pump Issuance

Purpose

To enable WIC breastfeeding mothers to initiate, maintain and increase the duration of breastfeeding.

Authority

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

Policy

Staff may issue manual, single-user, and multi-user breast pumps to WIC participants who are breastfeeding or providing breastmilk to an infant under one year of age when needed to manage breastfeeding and maintain milk supply. Staff must issue a breast pump at the time the need is identified and when the participant has not received an adequate pump from another source.

All staff who issue a breast pump must first complete breast pump training as outlined in **Policy BF:4.0**. Any WIC staff member may complete training to issue breast pumps. Clerical staff may only issue pumps in consultation with a Peer Counselor (PC), International Board Certified Lactation Consultant (IBCLC), Certifying Authority (CA), WIC Certification Specialist (WCS) or WIC director.

Local agencies must not implement breast pump policies that are more restrictive than the state agency (SA) policies.

Definitions

Manual breast pump – A non-electric breast pump that is not designed for multiple users and should only be used by one (1) person. Manual breast pumps allow women to express milk from one breast at a time.

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Single-user (SU) electric breast pump - An electric breast pump that is not designed for multiple users and should only be used by one (1) person. SU electric breast pumps typically allow women to express milk from both breasts at the same time.

Milk Collection Kit - A personal use milk collection kit provided with a loaned multi-user electric pump and should never be used by more than one (1) person.

Multi-user (MU) electric breast pump – A breast pump that is designed for mothers who need to establish their milk supply with a breast pump alone or with minimal breastfeeding by the infant. This pump may be used by more than one (1) person due to its closed-system design.

Procedures

I. Issuance

- A. When WIC staff identify that a participant needs a breast pump:
 - 1. Confirm that mother or infant is actively enrolled in WIC.
 - 2. Determine that the participant has not received an appropriate pump from another source.
 - a. A WIC participant who requests a breast pump must not be denied a pump if she does not have another source (e.g. health plan).
 - b. If the participant received a pump from another source, assess adequacy of that pump to meet the mother’s needs. If pump does not meet the participant’s needs, issue a WIC pump.
 - 3. Assess each participant’s individual needs to determine the appropriate type of pump.
 - 4. Educate the participant or proxy on the appropriate assembly, cleaning and use of the breast pump using the same model of pump that is being issued. If a video link is provided in lieu of in-person training, staff must follow-up with the participant by phone or video chat.

<p style="text-align: center;">Texas WIC Health and Human Services Commission</p>

Effective June 1, 2022

Policy No. BF:05.0

- B. WIC staff must not determine eligibility for or issue a breast pump to themselves, close friends, or relatives. The WIC staff member who is scheduled or has a family member scheduled for an appointment must make arrangements for another WIC employee to issue the breast pump. Refer to [Policy GA:20.0](#).

II. Reasons for Issuance

- A. The reason for pump issuance is not restricted by SA policy or by quantity of formula the breastfed infant receives. Document reason for issuance in the management information system (MIS).
 - 1. A manual breast pump can be issued for any reason. Some examples include but are not limited to:
 - a. Short-term breastfeeding concerns such as engorgement, flat or inverted nipples, oversupply, sleepy baby, or plugged duct.
 - b. Infrequent separation of mother and baby.
 - c. Mothers who would rather feed their expressed milk in a bottle while in public.
 - d. For any other reason as determined by the CA, WCS, PC, IBCLC, or WIC Director.
 - 2. A SU electric breast pump can be issued for any reason. Some examples include but are not limited to:
 - a. Routine or frequent separation of mother and baby, such as part-time 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 or infant separation.
 - b. Mothers who need help maintaining their milk supply after establishing their supply with a MU electric breast pump.
 - c. Mothers who are having difficulty maintaining adequate milk supply due to infant or mother illness or need for maternal medications that are contraindicated with lactation.
 - d. Mothers who need an electric breast pump to establish their milk supply but who are participants at another local

Texas WIC Health and Human Services Commission

Effective June 1, 2022

Policy No. BF:05.0

- or state agency or will be transferring to another local or state agency.
- e. For any other reason as determined by the CA, WCS, PC, IBCLC, or WIC Director
- 3. A MU electric breast pump can be issued for any reason. Some examples include but are not limited to:
 - a. Infants with compromised health such as prematurity, low birth weight, Down Syndrome, cardiac problems, cystic fibrosis, phenylketonuria (PKU), neurological impairment, or other reason.
 - b. Infants 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.
 - c. Mother/infant separation due to hospitalization.
 - d. 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.
 - e. Relactation.
 - f. For any other reason as determined by the CA, WCS, PC, IBCLC, or WIC director.

III. Issuance

- A. Ensure participants read and sign the breast pump release agreement or loan contract in the MIS upon issuance of a breast pump. If a hard copy is signed, upload the copy into the MIS. If a participant cannot read, the release agreement or loan contract must be read to the participant. Provide the participant an electronic or hard copy of the release agreement or loan contract.
- B. WIC staff may issue a breast pump to a proxy, 16 years of age or older, if certain conditions identified in [Policy BF:07.0](#) are present.

<p style="text-align: center;">Texas WIC Health and Human Services Commission</p>

Effective June 1, 2022

Policy No. BF:05.0

- C. Issuing MU breast pumps
 - 1. Issue MU electric breast pumps for a maximum of two months at a time. Staff may grant loan extensions in person or by phone for up to two months at a time. Food benefits may be single-, double-, or triple-issued to WIC participants receiving MU pumps as determined by the CA, WCS, PC, IBCLC, or WIC Director.
 - 2. Approve loan extensions, upon request, to mothers of infants born prematurely (prior to 38 weeks gestation) until the infant reaches their original due date.
 - 3. Follow-up with mother at least once during the pump issuance, preferably within 24 hours. Document follow-up in the notes section of the participant page in MIS.
 - 4. 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 WIC breast pump, issue a collection kit.

 - D. Special circumstances
 - 1. WIC staff must not issue a SU pump to a participant who currently has a MU pump on loan from WIC. Staff may issue a SU pump to a participant after they return the MU pump if there is need.
 - 2. If a participant was previously issued a WIC SU pump and has a change in circumstance that warrants need for a MU electric breast pump, the LA IBCLC, Breastfeeding Coordinator, LA director or SA may authorize loan of the MU electric breast pump. Document reason for loan in the MIS.
- IV. Replacement of pumps
- A. WIC staff must not issue a replacement MU electric pump until a participant returns the broken or defective MU electric breast pump to the clinic. WIC staff must first troubleshoot the defective electric breast pump to determine why the pump is not working correctly before issuing a replacement.

<p style="text-align: center;">Texas WIC Health and Human Services Commission</p>

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Policy No. BF:05.0

- B. When a participant reports that their WIC-issued SU or manual pump is not working, first troubleshoot to attempt to determine why the pump is not working properly. If it is determined that the pump is defective, replace the breast pump and document replacement.
 - 1. For defective or broken SU pumps:
 - a. WIC staff must not issue a replacement SU electric pump until a participant returns the broken or defective SU electric breast pump to the clinic
 - b. Determine if the defective pump is under warranty and contact the manufacturer.
 - c. If not under warranty, follow local agency protocol for disposal.

- C. When a participant reports that her WIC-issued breast pump was stolen or lost in a fire, request a police or fire report prior to issuing another MU or SU electric pump.
 - 1. If a police or fire report is not available, evaluate the mother's needs. If appropriate, issue a single-user electric pump. Contact the SA for additional guidance, if needed.
 - 2. If a pump is lost or damaged in another type of disaster, for guidance refer to the State of Texas WIC Disaster Plan.