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## POLICY


1. Prior to issuing a breast pump, staff must conduct a breast pump assessment to identify the participant's need and determine the most appropriate type of pump. Breast pump assessments must only be conducted by trained Qualified Nutritionist or Competent Professional Authority staff.
2. A breast pump must only be provided to a participant with an active certification, after the birth of the infant, when a need is identified.
3. Local agencies must have readily available, hospital grade electric, personal grade electric and manual breast pumps that meet New York State WIC technical specifications. Staff must maintain an ongoing breast pump inventory in the management information system and conduct a monthly physical inventory of all breast pumps and collection kits.
4. The Qualified Nutritionist or Competent Professional Authority must provide education to each participant issued a breast pump on how to use and maintain the breast pump and ensure that the participant understands and signs a breast pump agreement.
5. The Qualified Nutritionist or Competent Professional Authority must provide education on hand expression of breast milk to all participants interested in breastfeeding.
6. Local agencies must provide breast pumps, collection kits, and breastfeeding aids at no charge to participants.
7. Local agencies must not deny participants' benefits, terminate certifications, or suspend participants for unreturned, damaged, or lost breast pumps. Local agencies must not charge participants replacement fees or costs of the breast pumps.

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## REGULATIONS

[USDA Food and Nutrition Services Standards. Breastfeeding Education. Promotion and Support. Standard 8 \(C\)\(4\)\(d\)\(g\)](#) - specifies provision of breastfeeding support and assistance throughout the postpartum period. This includes support for breastfeeding parents separated from their infants because of hospitalization or illness; breastfeeding parents of multiples or infants with special needs, and breastfeeding parents returning to work or school. The standard states that distribution of breast pumps is to be based on assessment, appropriateness, and what is to be most supportive for the participant's needs and situation.

[USDA Breastfeeding Policy and Guidance Document 2016](#) – A major goal of WIC is to improve the nutrition status of infants; therefore, unless medically contraindicated, WIC staff must provide education and anticipatory guidance to pregnant and postpartum women about breastfeeding and encourage women to breastfeed for as long as possible.

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## DEFINITIONS

Refer to Acronyms and Definitions in Section 1011.

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## PROCEDURE

LA/VMA Policy Required       Yes  No

The WIC Coordinator must ensure that a system is established to meet participants' breast pump needs. The Breastfeeding Coordinator (BFC) is responsible for managing the breast pump program and ensuring that Qualified Nutritionist (QN) and Competent Professional Authority (CPA) staff are trained and competent in the following duties when issuing breast pumps to breastfeeding participants:

- breast pump assessment
- participant education and follow-up
- issuance/return/participant liability
- breast pumps and breastfeeding aids
- inventory management


Documentation of training must be maintained by the local agency (LA) and made available upon request by the New York State Department of Health (NYS DOH).

### Breast Pump Assessment

1. The QN or CPA must conduct breast pump assessments prior to issuing breast pumps. These assessments include a review of the breastfeeding dyad's medical conditions and pumping needs.
2. The QN or CPA must follow the NYS WIC Program Breast Pump Issuance Guidelines, to determine the appropriate breast pump for each participant.
3. The QN or CPA must document the breast pump and collection kit issuance, and issuance reason in the participant's record, as appropriate.
4. When a participant has a breast pump that does not meet the needs of the breastfeeding dyad (i.e. from Medicaid, private insurance, or gift, etc.), a breast pump assessment must be conducted and, if necessary, an appropriate breast pump issued.

### Participant Education and Follow-Up

1. A breast pump does not replace breastfeeding and if issued unnecessarily, may interfere with or undermine breastfeeding. The QN or CPA must ensure that the participant is educated on the importance of feeding the infant at the breast.
2. The QN or CPA must ensure that the participant is educated on the importance of hand expression. Hand expression of breast milk is important for all breastfeeding persons, especially during emergencies when electric breast pumps may not be available.

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3. The QN or CPA must work with the participant to develop a pumping schedule and provide education on breast pump maintenance and proper breast milk storage.
4. For any participant who is issued an electric breast pump, the QN or CPA must:
  - make an initial follow-up contact within 24-72 hours to ensure that the breast pump is operating correctly and that the participant is using it properly
  - ensure baby's weight is checked routinely at WIC or by the health care provider, and documented in the participant's record
  - follow-up at the next WIC appointment, or by phone, as needed
  - ensure a referral to a peer counselor is offered for continued support
5. For any participant who is issued a manual breast pump, the QN or CPA must:
  - make an initial contact within 72 hours
  - follow-up at the next WIC appointment, or by phone, as needed
  - ensure a referral to a peer counselor is offered for continued support
6. When a participant has a non-WIC issued breast pump, the QN or CPA must provide education on the use and maintenance of the breast pump by referring to manufacturer instructions.

#### **Issuance/Return/Participant Liability**

1. Participants who are issued a breast pump must read and sign the appropriate Breast Pump Agreement form. The signed form must be scanned into the participant's record, and the physical copy given to the participant.
2. Participants must be advised that they are responsible for returning loaned multi-user breast pumps to the WIC LA.
3. When a WIC-owned multi-user breast pump is not returned or is damaged, the LA must attempt to contact the participant and take their statement describing the events related to the breast pump loss or damage. All contact attempts and any information obtained must be recorded in the participant's record.
4. The LA must not fine a participant or withhold benefits for a lost, stolen, or damaged breast pump.
5. When fraud or abuse is suspected, such as in the case of a stolen breast pump, the LA must notify the NYS DOH, document the circumstances, and refer the matter to the Bureau of Special Investigations (BSI).

#### **Breast Pumps and Breastfeeding Aids**

1. Local agencies must only purchase or lease breast pumps that are identified on the NYS WIC Breast Pumps List.

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2. Local agencies have the option to purchase or lease hospital grade electric multi-user pumps. The LA must weigh the benefits and risks of owning or leasing, and consider the cost of insurance, maintenance, liability, and storage.
3. Local agencies must follow the Breast Pump Review Process described in the WPM 1225 Breast Pump Program Policy Supplement when considering the addition of a new breast pump.
4. Local agencies must adhere to WPM 1412 Annual WIC Program Budget Policy when purchasing breast pumps and breastfeeding aids.

### **Inventory Management**


1. Two types of breast pump inventory must be maintained, including an ongoing inventory in the management information system and a monthly physical inventory. Inventory records must be retained, per WPM 1401 Record Retention, and available to NYS DOH upon request.
2. At least two WIC staff must participate in the breast pump physical inventory management process. The staff person who conducts the monthly physical inventory cannot order breast pumps or issue breast pumps to participants.
3. When a participant transfers to another LA, staff must ensure that the participant's pumping needs are met and that the management information system inventory is updated. The receiving LA must not fill out the "Actual Date Returned" in the 'BF Pumps and Kits' tab until the breast pump is physically received by the issuing LA.
4. Returned breast pumps must be thoroughly inspected to ensure safety (e.g., checking pressure with a pressure gauge, ensuring no broken parts, etc.), and cleaned according to the manufacturer's instructions.
5. Breast pumps must always be safely secured in an area within the LA, that will reduce the risk of theft. Storing breast pumps in a location under lock and key is strongly recommended and preferred.

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## **GUIDANCE**

Policy Supplement Available     Yes    No

Breast pumps support the initiation and continuation of breastfeeding in situations where the infant cannot nurse at the breast and/or the breastfeeding dyad is separated. The QN or CPA should communicate with health care providers when electric pumps are issued to high-risk breastfeeding dyads and if there are ongoing medical concerns related to breastfeeding management or infant growth and development. Appropriate release forms must be completed before discussing participant health information with a health care provider.

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The QN or CPA should be aware of breast pumps manufacturers that local hospitals use, as well as the pumps available through Medicaid and private insurance. This is to ensure that proper support can be provided to participants with a non-WIC issued pump including troubleshooting issues that may occur.

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## RESOURCES

### WIC Program Manual Sections and Policy Supplements:

- #1220: Breastfeeding Assessment and Tailoring Services Policy
- #1401: Record Retention Policy
- #1412: Breast Pump Fiscal Policy

### WIC Library:

- Breastfeeding Assessment Tool & Guidance
- Breast Pump Assessment and Justification Form
- Breast Pump Decision Model
- NYS WIC Breast Pumps List
- NYS WIC Program Breast Pump Issuance Guidelines
- NYS WIC Breast Pump Program Technical Specifications and Requirements Form
- Breast Pump Agreement Forms

### Other Resources:

- [USDA WIC Breastfeeding Support Campaign website](#)
- [www.BreastfeedingPartners.org](http://www.BreastfeedingPartners.org)
- [NYS DOH Policy Statement: Situations Where Breastfeeding is Contraindicated or Not Advisable](#)