



Memorandum

#15-009

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: January 13, 2015

SUBJECT: Policy Memo –Revised Policies: *Texas WIC Policy BF: 05.0 Issuance and Inventory of Manual and Single-user Electric Breast Pumps; Texas WIC Policy BF: 06.0 Loan and Inventory of Multi-user Electric Breast Pumps; Texas WIC Policy CS: 07.0 Income Screening as a Certification Requirement; Texas WIC Policy CS 09.0 Definition of Income; Texas WIC Policy FD: 16.1 Issuance of Formulas and Nutritional Products Requiring Medical Documentation; Texas WIC Policy FD: 20.0 Allowable Foods; Texas WIC Policy TR:03.0 Required Local Agency Training/Summary and Training Requirements Charts*

This memo announces revisions to the subject policies as follows. The policies are effective February 1, 2015. 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/table_of_contents.shtm

Summary of Revisions

Texas WIC Policy BF: 05.0 Issuance and Inventory of Manual and Single-user Electric Breast Pumps

- Revised to state participant cannot be denied a pump if she cannot receive it from another source in a timely manner.
- Added two WIC staff shall be involved in certification and issuance of pumps.
- WIC staff shall assess the adequacy of pumps issued to participants from other sources, and if the pump is not meeting the participant's needs, issue a WIC pump.
- Added Inventory shall be stored in a clean, locked space.

Texas WIC Policy BF: 06.0 Loan and Inventory of Multi-user Electric Breast Pumps

- Revised to state that staff must verify participant cannot receive adequate, timely pump from another source.

- Added that if participant is from another state, the participant should have proof of WIC enrollment in the other state prior to being issued a pump in Texas.
- Added two WIC staff shall be involved in certification and issuance of pumps.
- WIC staff shall assess the adequacy of pumps issued to participants from other sources, and if the pump is not meeting the participant’s needs, issue a WIC pump.
- Added Inventory shall be stored in a clean, locked space.

Texas WIC Policy CS 07.0 Income Screening as a Certification Requirement

- Changed paycheck stub requirement to request all documents within the previous 30 days. (example: Weekly pay requires four paycheck stubs)
- Deleted W-2 form as a proof of income.
- Added clarification for tax records as proof of income.
- Deleted accounting records as proof of income.
- Changed lump sum/New money time period from 12 months to 30 days.
- Deleted student financial aid as proof of income.
- Changed use of year to date to reflect past 30 days by averaging all check stubs to reflect the past 30 days.
- Deleted the use of year to date to calculate income. All income will be averaged if income varies.
- Deleted the use of year to date when calculating overtime. All overtime will be calculated by obtaining an average of the past 30 days.
- Added verbiage for the proper use of the Self Declaration form.
- Deleted verbiage for frequent and consistent overtime pay.
- Added verbiage and procedure for frequent and consistent overtime pay.
- Added verbiage when applicants are reporting zero income.
- Deleted unpaid leave status. Calculation will only be determined for the previous 30 days at time of applying.
- Deleted reduced pay leave status. Calculation will only be determined for the previous 30 days at time of applying.

Texas WIC Policy CS: 09.0 Definition of Income

- Changed lump sum calculation from 12 months to 30 days.
- Deleted student financial assistance as proof of income.
- Added student financial assistance to be excluded as income.
- Deleted room and board and dependent care expenses are not included as exclusions.
- Under Guidelines changed Texas Department of Human Services (TDHS) to Texas Health and Human Services Commission (HHSC).

Texas WIC Policy FD: 16.1 Issuance of Formulas and Nutritional Products Requiring Medical Documentation

- Changed title to “Issuance of Formula Food Package Requiring Medical Documentation”.
- Changed definition of infant formula, exempt infant formula and WIC-eligible nutritionals.

- Renamed the 6-11 Months Exempt Formula Only package to 6-11 Months RX More Formula Only package. This package now includes all formulas (not just exempt) issued to infants at higher amounts when the infant is unable to eat infant cereal or baby food.
- Clarification concerning why and when to issue the RX More Formula Only package vs the Formula Only package.
- Added baby food to the Formula with Infant Cereal food package description for children.
- Added a section describing when the nutritionist/RD can select appropriate foods, amounts and length of issuance for supplemental food packages that contain formula if the HCP does not opt to make these selections themselves. These decisions for formula are still to be left to the HCP. This deferral is automatic when the revised Texas WIC Medical Request for Food/Formula (revision date 10/1/14) is used.
- Updated section requiring medical documentation for non-contract formula and foods to include alternate contract formula.

Texas WIC Policy FD: 20.0 Allowable Foods

- Clarified that the product form and marketing approach shall be consistent with the promotion of good nutrition and education for all products.
- Removed “A product shall be a currently retailed product or for retail purchase on or before open enrollment. If the product is not in stock on store shelves at this time the product will not be considered.” This is covered in the Texas Administrative Code.
- Added information about how each food is submitted and/or approved for WIC : “Texas WIC will review the list of allowable foods to determine the need for adding or removing brands for the following products through an annual open enrollment process: cereal, tofu, soy milk, oatmeal and canned legumes. The approved brands of infant cereal and formula will be solicited through a competitive bid process. All other allowable foods will be added or removed throughout the year. A complete list of approved UPCs and brands can be found at <http://www.dshs.state.tx.us/wichd/vo/flist.shtm>.”
- Milk
 - a. Removed reduced fat milk (2%) as an approved type.
 - b. Added ½% milk as an allowable milk.
 - c. Added lactose-free, dry milk, evaporated and kosher milk as an any brand milk.
 - d. Added the approved container sizes for kosher milk.
 - e. Added no DHA, omega-3 or organic milk.
- Soy Milk and Tofu - updated information to reflect changes made from least expensive brand to any brand.
- Cereal
 - a. Removed “meet the FDA definition in 21 CFR 170.3 (n) (4). This is no longer listed in the federal regulations under cereal.
 - b. Bonus ounces packages are allowable.
 - c. Added gluten free.
 - d. Clarified that WIC considers cereals with higher fortification of vitamin and minerals and/or lower sugar content.

- Bread and tortillas – updated specifications to the new requirements for whole wheat.
- Juice
 - a. Added that 30 milligrams of vitamin C per 100 milliliters is 72 milligrams of Vitamin C per 8-fluid oz.
 - b. Added allowance of juices with vitamin C and D.
 - c. Added: The percent daily value (DV) on the Nutrition Facts panel must be at least 120% for vitamin C for all juices except for 6-fluid oz. juices which must be at least 90%.
 - d. Removed the 6 oz frozen juice that used to be provided to exclusively breastfeeding multiples because 6 oz. frozen was taken off the market.
 - e. Added: *Juice labeled as one fruit juice type that is a blend of two or more juices is not allowed (e.g., juice labeled as “Grape Juice” that is a blend of apple and grape juice).*
- Canned beans – added to the allowable foods.
- Fruits and Vegetables – updated to include mixed (that do not include white potatoes).
- Tuna – clarified that fillet, specialty or gourmet is not allowed.
- Salmon – clarified no fillets or smoked.
- Infant cereal – is 8 oz. and/or 16 oz. container.
- Baby Food
 - a. Added mixed fruits and vegetables are allowed.
 - b. Baby food pouches are not allowed.
- Formula – removed formula as this policy only addresses WIC approved foods.

Texas WIC Policy TR: 03.0 Required Local Agency Training/Summary

- Removed “SA developed Customer Service and Security Awareness self-paced training modules are also available”.
- Clarified required monthly trainings (per LA and QMB request). Added that contract staff not required to attend monthly trainings, but up to LA discretion.
- Removed that local agency can develop their own Computer Usage and Security Awareness training. Added a note about state agency offering all required annual trainings for local agency use.
- Removed redundancy regarding the development of self-paced training by local agencies.

TR: 03.0 Training Requirements Charts

All Charts:

- Change POLM and LCAP training so that (IBCLC are Exempt) is next to training name, not under.
- RD now exempt from Basic Nutrition Module.
- Add a BF training titled “Nipple Shield and Supplemental Nurser Training” under POLM.
- Policy reference: “BF:4.0”.
- All charts have small color changes to be friendly for black and white printing.

Certifying Authority and/or Registered Dietitian (CA/RD)* Chart:

- *Asterisk at bottom to now read:
 - “*Contract RDs who function as a CA are required to complete all required trainings listed above. Contract RDs who ONLY provide high risk counseling are required to complete all required trainings listed above *except* Breast Pump Training and POLM/Breastfeeding Management.”
 - This helps clarify that all contract RDs are required to take annual trainings.

Peer Counselor (PC) Chart:

Under Nutrition: Knowledge, Education and Counseling the Breastfeeding Module is now required “Within 6 months of employment” (used to be exempt, but BF 4.0 changed to require this module).

NEW CHART: Designated Breastfeeding Expert (DBE)* and/or IBCLC* (GA:14.0):

This chart was requested by local agencies and QMB. Helps clarify IBCLC required trainings and trainings required for new DBE position.

- Breast Pump Training time to complete is “Prior to issue if designated to issue pumps”
- POLM and LCAP (IBCLC are Exempt) time to complete is “Within 1 year of designation”
- Attend Annual NE/BF Conference time to complete is “Not required”
- Asterisk #1: “*Contract IBCLCs are required to complete all required trainings listed above
- Asterisk #2: “*Primary DBE must receive one or more annual L-CERPS per policy GA:14.0 and be actively pursuing IBCLC status.”

If you have any questions or require additional information regarding *Texas WIC Policy BF: 05.0 Issuance and Inventory of Manual and Single-user Electric Breast Pumps*, or *Texas WIC Policy BF: 06.0 Loan and Inventory of Multi-user Electric Breast Pumps* please contact Jessi Cano at jessi.cano@dshs.state.tx.us or (512) 341-4584. If you have questions or require additional information regarding *Texas WIC Policy CS: 07.0 Income Screening as a Certification Requirement*, or *Texas WIC Policy CS 09.0 Definition of Income* please contact Marissa Acosta at marissa.acosta@dshs.state.tx.us or (512) 341-4649. If you have questions or require additional information regarding *Texas WIC Policy FD: 16.1 Issuance of Formulas and Nutritional Products Requiring Medical Documentation* please contact Sandra Brown at sandra.brown@dshs.state.tx.us or (512) 341-4576. If you have questions or require additional information regarding *Texas WIC Policy FD: 20.0* please contact Paula Kanter at paula.kanter@dshs.state.tx.us or (512) 341-4574. If you have questions or require additional information regarding *Texas WIC Policy TR: 03.0 Required Local Agency Training/Summary and/or Training Requirements Charts* please contact Mandy Seay at mandy.seay@dshs.state.tx.us or (512) 341-4516.

Attachments

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Effective February 1, 2015

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 inventory log or a release agreement.

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

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Policy No. BF:05.0

Procedures

I. Issuance

A. A WIC participant who requests a breast pump shall not be denied a pump if she does not have another source (e.g. her health plan) for obtaining a breast pump OR if she is unable to successfully obtain a pump from another source that is adequate and timely for her needs. 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:
 - a) to help in resolving short-term breastfeeding concerns such as engorgement, flat or inverted nipples, oversupply, sleepy baby, or plugged duct.
 - b) for very infrequent separation from their baby such as part-time work (less than six hours per week).
 - c) for 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, 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.

C. Single-User Electric Pump Issuance

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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:
 - a) 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.
 - b) 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.
 - c) 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.
 - d) 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.)
 - e) 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 receiving a single-user electric pump read, initial the statements, and sign the single-user breast pump release agreement upon issuance of a single-user electric pump. If a participant cannot read, the release agreement shall be read to the participant. The release agreement shall also be signed by the staff member conducting

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the pump issuance. The release agreement shall be distributed as follows:

- a) original in participant or central file; and
- b) copy to participant.

3. 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. At least two WIC staff shall be involved in certification and issuance of food benefits (Breast pumps). See policy GA 20.0 on separation of duties.
- F. 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 shall assess the adequacy of pumps issued to participants from other sources, and if need be, issue a WIC pump if the pump received from the non-WIC source is not meeting a participant's needs.

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- C. 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.

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. Inventory shall be stored in a clean, locked space. 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 agreement 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

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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.

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

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

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. Before issuing a pump, WIC staff shall verify that a WIC participant who requests for a breast pump does not have another source (e.g. health plan) for obtaining a breast pump OR if she is unable to successfully obtain a breast pump from another source that is adequate and timely for her needs.
- B. Multi-user electric pumps can be issued for any reason if all of the following conditions are present:
 - 1. The WIC participant is currently enrolled in WIC as pregnant or breastfeeding. If from another state, participant should have proof of WIC enrollment in other state prior to being issued a pump in Texas.
 - 2. Has delivered her infant(s),
 - 3. Is determined eligible for a pump.
- C. 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. 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. 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.

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3. mothers who must be separated from their newborn due to infant or mother hospitalization.
 4. 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. 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).
- D. Food benefits may be single-, double-, or triple-issued to WIC participants receiving multi-user pumps as determined by the CA, WCS, Peer Counselor, 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.
- E. 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.
- F. WIC staff shall have participants read, initial each statement, and sign a breast pump loan contract when borrowing a multi-user

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pump. If the participant cannot read, the loan contract shall be read to the participant. The loan contract shall also be completed and signed by the staff member conducting the issuance. The loan contract shall be distributed as follows:

1. original in participant or central file; and
2. copy to participant.

- G. Upon issuance, WIC staff shall complete all sections of the WIC Inventory Log for Collection Kits and Issuance of Multi-User Breast Pumps.
- H. 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.
- I. At least two WIC staff shall be involved in certification and issuance of food benefits (Breast pumps). See policy GA 20.0 on separation of duties.
- J. 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 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 shall assess the adequacy of pumps issued to participants from other sources, and if need be, issue a WIC pump if the pump received from the non-WIC source is not meeting a participant's needs.

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- C. 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 and appropriate flange size 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. Inventory shall be stored in a clean, locked space. 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 inventory log, release agreement, and loan contract 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.

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- 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 Cavicide or a similar 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.

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Policy No. CS:07.0

Income Screening as a Certification Requirement

Purpose

To provide documentation that an applicant's income eligibility was determined accurately.

Authority

7 CFR Part 246.7; 25 TAC §31.22

Policy

When determining program eligibility, the local agency (LA) shall determine and document the applicant's total household gross income and household size at each certification.

Applicants shall provide all income received by the household during the month (30 days) prior to the date of application to the WIC Program. If true income is not reflected, then income from the previous 12 months shall be considered. If the income assessment is being done prospectively, e.g. the sole support of the family was laid off and was authorized to receive unemployment benefits for the next six months, "current" refers to income that will be available to the family in the next 30 days. If the applicant is currently a recipient of Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), or Medicaid, refer to Policy CS: 08.0.

Instream migrants with an expired Verification of Certification (VOC) shall be considered income eligible, provided their income is re-determined once every 12 months.

LAs are required to verify all information that is questionable or when verification is specifically required by this policy. In addition, an LA may require verification of any information to ensure income eligibility is determined accurately.

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Definitions

Household: all persons, related or unrelated, living together in the same dwelling, with the exception of the following special situations: pregnant woman, foster child, individuals who qualify as a separate economic unit, and residents of a homeless facility or other residential institution.

Income: Gross income earned by all members of a household, including any amount received or withdrawn from any source, including savings, unless excluded from the definition of income by federal regulations as described in Policy CS: 09.0. Exception: for farmers and self-employed individuals, use net income - the income after the deduction of business expenses.

In-kind benefit: Benefits received by the household, which are provided in the form of goods and/or services. Example: woman resides with another family and provides childcare in exchange for food and shelter. This in-kind value is excluded from the income determination.

Instream migrants: Migrant farm workers who follow a route or agricultural work from state to state and who are currently not at their home base.

Verification of income: A process whereby the information presented by an applicant as documentation of income is validated through an external source of information other than the applicant.

Procedures

- I. At each certification, WIC applicants or parent/guardians applying on behalf of a child shall declare the number of persons that comprise the applicant's household size and provide acceptable documentation of the amount of ALL gross income received by each member of the household, unless the applicant is adjunctively income eligible, in which case income eligibility is determined under the provisions of Policy CS: 08.0.
 - A. The WIC Income Questionnaire (WIC Form 35-3) shall be completed at each certification by the applicant or parent/guardian.

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The form shall be completed prior to income determination and filed in the applicant's record with the Family Certification Form/WIC Program Income Screening Form (WIC-35). (See Policy CS:14.0)

1. If income has been documented for one family member within the last 30 calendar days, it may be used for other family members being certified within that 30 day period. Staff shall verbally verify income has not changed.
 2. The applicant or parent/guardian shall sign and date the WIC-35-3 near the original signatures and dates from the previous income determination.
- B. Use the WIC-35 to document total household size and income. The staff person who completes this information shall sign and date the WIC-35 using their official signature. Refer to Policy CS:14.0 for instructions on completing the WIC-35. One WIC-35 may be used to document income and household size for two or more members of a household. This form shall be easily accessible for audit/review.
1. Income shall be documented each time a family member is certified (except for instream migrants). If income has been documented for one family member within the last 30 calendar days, it may be used for other family members being certified within that 30 day period. Staff shall verbally verify income has not changed and both staff and applicant or parent/guardian or authorized adult shall sign and date the WIC-35 near the original signatures and dates from the previous income determination.
 2. The 30-day period does not apply to applicants who were adjunctively income eligible. (Refer to Policy CS:08.0)
- C. A copy of the income document(s) shall be kept in the applicant's file containing the WIC-35.
- II. WIC applicants shall provide acceptable **written** documentation of the amount(s) of **all** income received by **each** member of the household. Amounts should reflect all usual gross income. Documentation shall be dated within the previous 30 days from the date of the eligibility

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determination. The applicant or parent/guardian may present a copy or facsimile (fax) of the original document. Exceptions are identified in this policy where written documentation is not required. All documents within the previous 30 days shall be requested from each source of income (e.g. weekly pay requires the previous four paycheck stubs). Acceptable documents for proof of income include:

- A. **Paycheck stubs** - with the current amount of gross earnings(
1. The paycheck stub(s) must indicate the pay period or pay date and employee's name.
 - a. Weekly pay- previous four paycheck stubs are required.
 - b. Bi-weekly/every 2 weeks- previous two paycheck stubs are required.
 - c. Twice Monthly- Previous two paycheck stubs are required.
 - d. Monthly- most recent paycheck stub.
 2. Do not accept a paycheck stub that has a different name than the applicant's or household member's name. Allow applicant to complete a WIC-32, Applicant's Statement of Farm/Self-Employment Form. (See II. E. in this policy)
 3. The employer may be contacted, with the applicant's or parent/guardian's permission, to clarify information on the paycheck stubs. Information from the employer shall be used to determine income and documented on the WIC-35 form.
- B. **Signed statement from employer** - (business letterhead is not required). The statement shall reflect current gross income, the pay period, and/or the pay date within the previous 30 days.
- C. **WIC-19a** - Assistance Documentation Form.
1. Section I shall be completed when:
 - a. money or financial support is received from a source outside the household such as parents, relatives, or friends. If money is received occasionally, refer to Procedure II. J. of this policy.
 - b. there is more than one provider of assistance, each provider shall complete a separate WIC-19a.

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- c. the applicant receives financial assistance in addition to their wages from someone who does not reside with them.
 - 2. Section II shall be completed by a third party when no one in the household has a source of income and the household does not receive outside assistance.
 - a. Examples of a third party include but are not limited to: staff of a church or school, social service agency, legal-aid, lawyer, public health nurse, doctor, and elected public officials.
 - b. The third-party cannot be an employee of the WIC Program, an individual related to the applicant/parent/guardian, or a member of the applicant's household. The staff shall confirm this information verbally with the applicant.
- D. **WIC-19b** - Employment Verification Form is acceptable, if the applicant and/or members of the applicant's household do not have acceptable documentation of wages. An applicant who has physically started a new job but has not received his/her first paycheck shall have a WIC-19b completed or have a statement from their employer.
- E. **WIC-32** - Applicant's Statement of Farm/Self-Employment Form, shall be completed if an applicant or a member of the household is self-employed and does not have the most recent IRS tax return (See section II. G. in this policy). This form may also be used if an applicant is paid in cash and the employer will not provide documentation, or the applicant cannot provide a paycheck stub(s) in his/her name.
- F. **Bank statement** - checking or savings account statement, if reflective of current gross income within the previous 30 days.

Example: An applicant is living off their savings. The amount withdrawn monthly to pay for their expenses plus a month's worth of interest shall be considered as their monthly household income. The total dollar amount in savings is not to be considered. A bank

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statement can be used as documentation as long as the date on the statement is from the previous 30 days.

Total amount of savings:	\$30,000
Monthly expenses for one month:	\$ 1,150
One month of interest	\$ 25
Total monthly income: $\$1150 + \$25 =$	\$ 1,175

- G. **Tax records (IRS 1040)** - Most recent filed IRS tax form. If the applicant or household member has not filed for the most recent tax year, then the most recently filed tax form is required. Staff shall use the adjusted net income figure indicated on the completed Federal tax return. Staff shall ask applicant/parent/guardian to verbally confirm the tax record reflects current income and retain a copy of the section of the documents used to determine income.
- H. **Foster child placement letter** - All foster children must be screened for income eligibility, see Policy CS: 11.0 Certification of Foster Children. A verbal declaration of the amount paid to the family for the care of the foster child shall be obtained if the amount is not indicated on the placement letter. If a foster child receives income, whether from a job or outside financial resource, it must be counted in the income determination and documented on the WIC-35. Income screening shall be done at every certification for foster children, even if they have not changed foster homes. Mark "other" on the WIC-35 and record "placement letter" in the space provided.
- I. **Child Support and/or Alimony** - Documentation shall be obtained **in the following order** (i.e., staff shall obtain the highest level of documentation, if it exists, with #1 constituting the highest level and so forth):
1. Court order, divorce decree or information from Office of Attorney General (800-252-8014);
 2. Receipts or copies of checks;
 3. Signed and dated statement from the person providing support;
- or

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4. Signed and dated statement from person receiving support.

Mark "other" on the WIC-35 and record "child support or alimony" in the space provided.

J. **Lump Sum/New Money** - New money is money received within the previous 30 days and not received on a regular basis. Examples include, but are not limited to: gifts, inheritance, bonuses, and lottery winnings. The lump sum/new money received within the previous 30 days shall be documented under the Different pay frequency/Annual column on the WIC-35. Mark "other" on the WIC-35 and record the type of new money received in the space provided.

K. **Other** - The following are acceptable as income and should be marked "other" on the type of Non-Gateway Income Method used on the WIC-35. Examples include, but are not limited to:

1. Workers Compensation letters, or Unemployment Insurance Benefits;
2. Severance, pension payments, or retirement benefits;
3. 401K or other investments; and
4. Social security and Supplemental Security Income (SSI) award letter.

IV. An applicant's current rate of income shall be utilized to calculate income eligibility. For exceptions, refer to Procedure V.

A. Applicants shall provide all income received by all household members within the previous 30 days from date of income screening. When income varies, (see IV.B) calculate the average gross income of all paycheck stub(s).

B. Documentation of income that changes only once per year, e.g., Social Security and scholarship/grant award letters. These documents may be used during the entire year the letter covers if reflective of current income within the previous 30 days.

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- C. Households with one frequency of income, e.g. weekly, every 2 weeks, twice monthly, monthly.
1. Add the incomes of all household members together.
 2. The calculations should be exact without any rounding.
 3. Compare the **total** of all the income to the appropriate household size and pay frequency in the WIC income guidelines.
 4. When the applicant's household meets the WIC Income Guidelines, get monthly dollar amounts to enter in TWIN with the following calculations:
 - a. If pay is weekly, multiply by 52, divide by 12, drop the change, and enter in TWIN.
 - b. If pay is every 2weeks, multiply by 26, divide by 12, drop the change, enter in TWIN.
 - c. If pay is twice a month, multiply by 24, divide by 12, drop the change, and enter in TWIN.
 - d. If pay is monthly, drop the change, enter in TWIN.
 - e. If pay is yearly, divide by 12, drop the change, and enter in TWIN.
 5. If the applicant does not meet the WIC Income Guidelines refer to CS: 23.0, Notification of Ineligibility, Termination or Expiration of Eligibility.
- D. Households with more than one pay frequency e.g. weekly, every 2 weeks, twice monthly, monthly
1. Convert all the income amounts to annual income using the following calculations:
 - a. when paid by the week – multiply by 52
 - b. when paid every 2 weeks – multiply by 26
 - c. when paid twice a month – multiply by 24
 - d. when paid monthly – multiply by 12
 2. Add the incomes together.
 3. The calculations should be exact without any rounding.
 4. Compare the annual total to the appropriate household size and annual amount in the WIC income guidelines.

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5. When the applicant's household meets the WIC Income Guidelines, convert the annual amount to a monthly total by dividing by 12. Drop any change and enter this amount in TWIN.
 6. If the applicant does not meet the WIC Income Guidelines refer to CS: 23.0, Notification of Ineligibility, Termination or Expiration of Eligibility.
- V. Exceptions include the following:
- A. Overtime: If the overtime pay was a one-time occurrence, within the last 30 days, use the normal wages paid to calculate income and do not include the overtime.
 - B. Income Varies: The income average is a better reflection of the applicant's true income.
 1. First calculate the average of all paycheck stubs within the last 30 days.
 2. When there is only one pay frequency, compare the average income to the appropriate frequency in the WIC Income Guidelines.
 3. When there is more than one pay frequency, use income average to convert to an annual amount. Convert all other household members to an annual amount. Compare to the annual WIC Income Guidelines.

Example: Ann is paid weekly and her pay varies. Her husband is paid \$2035.18 a month. Ann's last 4 checks were \$234.03, \$152.25, \$235.25, \$150.25. Household of three.
 $\$234.03 + \$152.25 + \$235.25 + \$150.25 = \$771.78/4 = \192.95 is Ann's average weekly amount.
 $\$192.95 \times 52 = \$10,033.40$ is Ann's annual amount.
 $\$2035.18 \times 12 = \$24,422.16$ is husband's annual income.
 $\$10,033.40 + \$24,422.16 = \$34,455.56$. This annual amount is compared to the 2014 WIC Income Guidelines. If the annual guideline for this household size is \$36,612, the family is *under* the income limit and is WIC income-eligible.

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- C. Self-Declaration: An applicant or a parent/guardian applying on behalf of a child, who may be a victim of theft, loss, or disaster and do not have a source of income shall complete a Self-Declaration form. This form shall be used as the lowest level of documentation (i.e., when income within the last 30 days does not reflect true income, and applicants reporting zero income. See Section II.C. in this policy. This form shall be filed in the client's record.
- D. Annual income may be more appropriate when income within the last 30 days does not reflect true household income:
1. A family member who is on maternity leave; e.g. teachers who are paid on a 9 -10 month basis and are temporarily on leave for the summer; college students who work only during the summer months and/or school breaks; and frequent and consistent overtime pay. Documentation shall be obtained in the following order (i.e., staff shall obtain the highest level of documentation, if it exists, with #1 constituting the highest level and so forth):
 - a. Tax return IRS 1040 (see Section II. G. in this policy).
 - b. Income documentation within 30 days.
 - c. Checking/Savings or WIC forms if applicable.
 - d. Self-declaration form if applicable.
 2. Applicants reporting zero income- should be prompted to describe in detail their living circumstances and how they obtain basic living necessities such as food, shelter, medical care and clothing. Examples include, but are not limited to: unpaid leave status, person on strike.
 - a. Documentation shall be obtained in the following order (i.e., staff shall obtain the highest level of documentation, if it exists, with #1 constituting the highest level and so forth):
 - i. Income within the last 30 days (i.e., bank statements and child support).
 - ii. WIC forms if applicable.
 - iii. Self-declaration form if applicable.

VI. Income eligibility of migrants:

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- A. Certain instream migrant families with an expired Verification of Certification (VOC) shall be considered income eligible if income eligibility was determined within the previous 12 months. The date the migrant family's income was last determined shall be documented on the Family Certification Form (WIC-35).
 - B. The income eligibility of migrant families who are not instream, defined as migrant farmworkers at their home base, shall be determined and documented on form WIC-35 at each certification.
- VII. To assess the income eligibility of an unemployed person (whether the person quit, was fired, or experienced a lay-off) all amounts of financial support received from any of the sources listed in this policy shall be determined and appropriate documentation obtained. If the income assessment is being done prospectively (e.g. the sole support of the family was laid off and was authorized to receive unemployment benefits for the next six months) "current" refers to income that will be available to the family in the next 30 days. If the person is living off their savings refer to II. F. of this policy.
- VIII. Income eligibility of pregnant women: Refer to Policy CS: 10.0, Economic Unit for Income.
- IX. The LA has no responsibility to monitor the continued income eligibility of the participant during the current WIC certification period.
- X. Participants are not required to report income changes within certification periods nor are LAs required to inquire about such changes. However, if information is provided by any party during a certification period, which suggests ineligibility due to income, a reassessment of program eligibility shall be conducted during the certification period unless the information concerns possible program fraud or abuse. When fraud or abuse is suspected, refer to Policy GA: 12 for instructions on reporting to the state agency. Reassessments are not required when there are 90 days or less before the expiration of the certification period. If the individual is determined ineligible, the LA shall disqualify the individual and any

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other family members participating in WIC at the time of the reassessment.

- A. Some examples of situations which trigger a mandatory reassessment by the LA include:
 - 1. family member certified and income or adjunctive income eligibility has changed;
 - 2. an increase in income reported by a participant;
 - 3. a change in custody and/or household size and/or
 - 4. a complaint alleging ineligibility.

- B. WIC staff should contact the individual to bring documentation of their continued income or gateway eligibility to their next appointment. If the individual fails to bring the proof of income or participation in the gateway program, the individual and other family members participating in WIC at the time of the reassessment shall be disqualified from the Program. Refer to CS: 23.0 Notification of Ineligibility, Termination or Expiration of Eligibility.

- C. If the individual is income eligible through adjunctive eligibility, refer to Policy CS: 08.0.

- D. Refer to Policy GA: 12.0 for instructions on handling citizen complaints about a participant's eligibility.

- E. Refer to Policy CR: 03.0 for guidance on a participant's right to appeal any decision, which results in the denial, disqualification, or termination of their right to participate in the Program.

- F. LA staff shall provide written notification of termination to participant(s) found ineligible. Refer to Policy CS: 23.0 for instructions.

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- XI. Special Circumstances for income eligibility of a military family when parent(s) is deployed during times of crisis or on temporary assignment.
- A. Military personnel absent (e.g., deployed overseas) shall be counted as members of the household.
 - B. Whenever possible, a recent (within the past 120 days) Leave and Earnings Statement (LES) shall be obtained as documentation of the soldier's contribution to the household's gross income. If the funds are direct deposited into a bank account in lieu of having an LES statement, request a bank statement from the applicant. The applicant shall document the amount of gross income. The statement shall be signed by the applicant/parent/guardian and include a statement explaining why he/she cannot provide documentation of income.
 - C. Income exclusions when parent(s) is deployed:
 - 1. Basic Allowance for Housing (BAH), Family Separation Housing (FSH), and Overseas Housing Allowance (OHA).
 - 2. Cost of Living Allowance (COLA) only if the military person resides outside the continental United States.
 - 3. Family Subsistence Supplemental Allowance (FSSA) payments to members of the Armed Services provided by the Department of Defense under the provisions of Public Law 109-163, the National Defense Authorization Act for Fiscal Year 2006.
 - D. Other types of Entitlement pay, including, but not limited to Combat Pay and Hostile Fire Pay, can be excluded from income. The pay:
 - 1. Must have been received in addition to basic pay
 - 2. Must have been received as a result of deployment to or service in an area that is designated a combat zone
 - 3. Must not have been received prior to deployment
 - E. The Local Agency needs to explore the circumstances under which military service personnel is receiving each additional allowance in

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order to decide if they should include or exclude the payment. The requirements above, XI.D., need to be met.

1. Additional temporary compensation including, but not limited to Front Line Pay received shall be averaged. Determine the average by dividing the total pay by 12 months.

Example: Front Line Pay is \$200/month, received for past 5 months. $\$1000$ ($\$200 \times 5$ months) is divided by 12 = $\$83.33$ month. Add $\$83.33$ to monthly income.

2. New money that is received once per year, including but not limited to Clothing Allowance and Enlistment Bonus shall be averaged. Divide the total amount by 12 for an average.

Example: Clothing allowance is $\$2000$. Divide by 12 = $\$166.67$. Add $\$166.67$ to monthly income.

- F. When children are in temporary care of friends or relatives due to military parents being deployed or on temporary assignment:
 1. Financial support is being provided by the military parents:
 - a. When the LESs are available, parents and children are a separate economic unit (SEU) within the household of the temporary caretaker. Income is assessed for the SEU.
 - b. When LESs are unavailable, the source of financial support for the children determines the documentation necessary.
 - i. If financial support is being provided by the military parents, the children will be considered an SEU with income in the amount provided for their care. Written documentation from the caretaker should designate the amount received from the military parents, either in a letter or written note or in LES statements when available.
 - ii. If the caretaker holds a credit card for necessary expenses or has access to direct deposited funds, have the caretaker declare the amount being used to care for the child(ren). The child(ren) will be considered a separate economic unit with income in the amount declared.

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Definition of Income

Purpose

To provide a statewide definition of income that is identical for all local agencies (LAs).

Authority

7 CFR Part 246.7; 25 TAC §31.22

Policy

Income is defined as gross income before deductions.

Procedures

- I. Income includes the following:
 - A. wages, salary, commissions or fees;
 - B. net income from farm and non-farm self-employment;
 - C. Social Security benefits;
 - D. dividends or interest on savings or bonds, to include interest on Certificates of Deposit (CD) and Individual Retirement Accounts (IRA), income from estates or trusts, or net rental income;
 - E. public assistance or welfare payments;
 - F. unemployment compensation;
 - G. government civilian employee or military retirement or pensions, or veterans' payments;
 - H. private pensions or annuities;
 - I. alimony or child support payments;
 - J. regular contributions from persons not living in the household;
 - K. net royalties;
 - L. lump sum payments which are considered as "new money" received in the last 30 days would include gifts, inheritances, lottery winnings, worker's compensation for lost income, and severance pay;
 - M. capital gains and interest earned on the sale amount. If there was a loss on the sale, the amount of interest earned on the sale amount is counted as income. This applies only to capital gains and losses

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- within the past twelve months. Any sale prior to last twelve months, refer to guideline on savings account interest (Item I. (D) above).
- N. other cash income, which includes, but is not limited to cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources which are readily available to the family.
- II. Exclusions from income include, but are not limited to, the following:
- A. Military allowances:
1. any basic allowance for quarters received by military services personnel residing on/off military installations; and
 2. cost of living allowance received by military services personnel residing outside the United States.
 3. Family Subsistence Supplemental Allowance (FSSA) payments to members of the Armed Services provided by the Department of Defense under the provisions of Public Law 109-163, the National Defense Authorization Act for Fiscal Year 2006.
 4. Other types of Entitlement pay, including, but not limited to Combat Pay and Hostile Fire Pay, can be excluded from income. The pay:
 - a) Must have been received in addition to basic pay
 - b) Must have been received as a result of deployment to or service in an area that is designated a combat zone
 - c) Must not have been received prior to deployment
- B. value of in-kind housing and other in-kind benefits; (Examples: employer paid or union paid portion of health insurance or other employee fringe benefits, food or housing received in lieu of wages)
- C. payments or benefits provided under certain Federal programs or acts. The payments or benefits which shall be excluded by legislative prohibition include, but are not limited to the following:
1. reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;

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2. any payment to volunteers under Title I (VISTA and others) and Title II (RSVP, foster grandparents, and others) of the Domestic Volunteer Service Act of 1973, to the extent excluded by that Act;
3. payment to volunteers under section 8(b)(1)(B) of the Small Business Act (SCORE and ACE);
4. income derived from certain submarginal land of the U.S. which is held in trust for certain Indian tribes;
5. payments received under the Job Training Partnership Act;
6. income derived from the disposition of funds to the Grand River Band of Ottawa Indians;
7. payments received under the Alaska Native Claims Settlement Act;
8. the value of assistance to children or their families under the National School Lunch Act, as amended; the Child Nutrition Act of 1966; and the Food Stamp Act of 1977;
9. payments by the Indian Claims Commission to the Confederated Tribes and Bands of the Yakima Indian Nation or the Apache Tribe of the Mescalero Reservation;
10. payments to the Passamaquoddy Tribe and Penobscot Nation or any of their members received pursuant to the Maine Indian Claims Settlement Act of 1980;
11. payments under the Low-Income Home Energy Assistance Act, as amended;
12. student financial assistance, such as grants and scholarships. Student financial assistance received from any program funded in whole or part under Title IV of the Higher Education Act of 1965, including: the Pell Grant, Supplemental Educational Opportunity Grant, State Student Incentive Grants, National Direct Student Loan, PLUS, College Work Study, and Byrd Honor Scholarship programs; Excluded from income is any assistance received from these programs which is used for tuition and fees and including the costs for rental or purchase of any equipment, materials, or supplies required of all students in the same course of study and an allowance for books, supplies, transportation, and miscellaneous personal

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- expenses for a student attending a higher education institution on at least a half-time basis, as determined by the institution.
13. mandatory salary deduction for college under the Veterans Education Assistance;
 14. payments under the Disaster Relief Act of 1974, as amended;
 15. payments received under the Carl D. Perkins Vocational Education Act, as amended;
 16. payments pursuant to the Agent Orange Compensation Exclusion Act;
 17. payments received for Wartime Relocation of Civilians under the Civil Liberties Act of 1988;
 18. value of any child care payments made under section 402(g)(1)(E) of the Social Security Act, as amended by the Family Support Act (see Guidelines Section);
 19. value of any "at-risk" block grant child care payments made under section 5081 of Public Law 101-508;
 20. value of any child care provided or paid for under the Child Care and Development Block Grant Act, as amended;
 21. mandatory salary reduction amount for military service personnel which is used to fund the Veteran's Educational Assistance Act of 1984 (GI Bill) as amended;
 22. payments received under the Old Age Assistance Claims Settlement Act, except for per capita shares in excess of \$2000;
 23. payments received under the Cranston-Gonzales National Affordable Housing Act, unless the income of the family equals or exceeds 80 percent of the median income of the area;
 24. payments received under the Housing and Community Development Act of 1987, unless the income of the family increases at any time to not less than 50 percent of the median income of the area;
 25. payments received under the Sac and Fox Indian claims agreement;
 26. payments received under the Judgement Award Authorization Act, as amended;

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27. payments for the relocation assistance of members of Navajo and Hopi Tribes;
 28. payments to the Turtle Mountain Band of Chippewas (Arizona);
 29. payments to the Blackfeet, Grosventre, and Assiniboine tribes (Montana) and the Papage (Arizona);
 30. payments to the Assiniboine Tribe of the Fort Belknap Indian community and the Assiniboine Tribe of the Fort Peck Indian Reservation (Montana);
 31. payments to the Red Lake Band of Chippewas;
 32. payments received under the Saginaw Chippewa Indian Tribe of Michigan Distribution of Judgement Funds Act; and
 33. payments to the Chippewas of Mississippi.
 34. payments received by property owners under the National Flood Insurance Program (Public Law 109-64).
- C. lump sum payments classified as "reimbursement" which are defined as monies received from insurance companies for loss or damage of real or personal property, such as a home or auto, and payments that are intended for a third party to pay for a specific expense such as payment of medical bills resulting from accident or injury;
- D. operating expenses for those individuals who are self-employed; For farm income, operating expenses include, but are not limited to, cost of feed, fertilizer, seed and other farming supplies; cash wages paid to farmhands; depreciation; cash rent; interest on farm mortgages; farm building repairs; and farm taxes (but not State and Federal income taxes). For nonfarm self-employed persons, operating expenses include, but are not limited to, the cost of goods purchased, rent, heat, utilities, depreciation, wages and salaries paid, and business taxes (but not personal income taxes). Applicant shall complete Form WIC 32 or provide written business records.
- F. loans, such as bank loans, which are temporarily available and shall be repaid.

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Guidelines

- I. LAs may need to contact the state agency (SA) for further guidance in evaluation of particular income exclusion, particularly for those with exceptions where a median income for the local area shall be determined. For example: items C. (22) and C. (23).

- II. Child Care and Development Block Grant Program income exclusion: (Item II.(C) (19) above) These benefits shall be referred to as the TANF Child Care Program, the Title IV A Child Care Program, or the Choices Child Care Program. However, names of these programs vary from state to state:
 - A. In Texas, the child care programs which provide payments that are excluded from income are the Choices Child Care Program, the Transitional Child Care Program and the At-Risk Child Care Program which are administered by the Texas Health and Human Services Commission (HHSC).
 - B. HHSC allows parents participating in these programs to make their own arrangements for child care. The hired caretakers may be grandparents, aunts or uncles; however, the payments to these relatives shall be counted as income by these relatives if they apply for WIC Program benefits.

- III. Basic allowance for quarters for military personnel residing on-base or off-base is usually indicated on the military Leave Earnings Statement (LES) as:
 - A. Variable Housing Allowance (VHA);
 - B. Basic Allowance for Housing (BAH).

- IV. Regarding II. B in Procedures Section, Value of in-kind housing and other in-kind benefits: If an employee does not receive as part of his/her wages/salary the dollar amount contributed to health insurance, for example, but the employer includes this employer contribution as part of the employee's gross income, the LA shall deduct the employer contribution amount from the applicant/

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participant's gross income. (Some employers process salary payments this way for a tax advantage to the employer.)

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Issuance of Formula Food Packages Requiring Medical Documentation

Purpose

To ensure that Texas WIC participants receive the infant formula, exempt infant formula, WIC-eligible nutritionals and supplemental foods that meet their nutritional needs.

Authority

7 CFR Part 246.10; State Policy

Policy

WIC participants may be issued non-contract formula for valid medical conditions when the use of WIC contract formula is contraindicated.

Definitions

Formula(s) - The term "formula(s)" used throughout this policy refers to all contract and non-contract formulas, including milk and soy-based infant formulas, nutritional beverages, additives such as human milk fortifiers and modular products, nutritional supplements and WIC-eligible nutritional products.

Infant Formula - A routine formula labeled for use by full term, generally healthy infants or toddlers. Such formulas include milk and soy-based, low-lactose, or added rice starch products.

Exempt Formula - Therapeutic formula intended and labeled for use by individuals with specific medical and/or dietary conditions.

WIC-Eligible Nutritionals – Certain enteral products that are specifically formulated to provide nutritional support for individuals with a qualifying condition, when the use of conventional foods is precluded, restricted, or inadequate. Such WIC-eligible nutritionals must serve the purpose of a food, meal or diet (may be nutritionally complete or incomplete) and provide a source of calories and one or more nutrients; be designed for enteral digestion via an oral or tube feeding; and may not be a conventional food, drug, flavoring, or enzyme (e.g., Pediasure).

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Approval Authority - Designated agency staff who are authorized to approve formula; e.g., L.V.N., R.N., L.D., R.D., Nutritionist, and other Certifying Authorities (C.A.) as specified in policy *CS: 15.0 Certifying Authority*. Certified WIC Certification Specialists (WCS's) are authorized to approve formula after successful completion of the state WCS formula approval training and with local agency (LA) WIC director and preceptor approval. The Certified WCS must be designated "formula certified" to approve Level 1 formulas.

Health Care Provider (HCP) - Also referred to as "prescriptive authority"; a medical professional who may legally diagnose medical conditions and write prescriptions. In Texas, prescriptive authorities include but are not limited to: medical doctors (M.D.), doctors of osteopathy (D.O.), physician's assistants (P.A.), and nurse practitioners (N.P.).

Medical Home - A healthcare professional or healthcare clinic that provides comprehensive medical care. Comprehensive care includes care of patients with illnesses and injuries, well-child exams, immunizations, and referrals for specialty care.

Prescription(s) - Medical documentation required to approve formula.

Procedures

- I. General requirements for the issuance of non-contract formula
 - A. Valid prescription approved by appropriate approval authority.
 - B. Food package, formula code, formula quantity, food(s) to omit and the formula expiration date determined by the appropriate approval authority.
 - C. Appropriate documentation provided in TWIN and participant chart. Reference materials can be found at <http://www.dshs.state.tx.us/wichd/nut/foods-nut.shtm>. The following documents shall be referred to when issuing formula:
 1. *Texas WIC Food Package Guide*
 2. *Formula Code List*
 3. *Texas WIC Formula Maximum Quantity Table*

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II. Formula and Food Package Issuance Information

A. *6-11 Months RX More Formula Only Package*

1. Infants six months of age or older, whose medical condition (e.g., developmental delay) prevents them from consuming supplemental infant foods, are eligible to receive formula at the same monthly allowance as provided to infants ages 4 through 5 months
2. *The RX More Formula Only* food package shall be prescribed to those participants for whom the HCP has indicated "formula only", or has marked to omit both infant cereal and infant fruits/vegetables on the Medical Request form.
 - a. Developmentally delayed, premature and/or tube fed infants for whom the HCP has not indicated "formula only", shall be scheduled to return to the clinic no earlier than 3 months of age, but before 6 months of age to determine the appropriate food package to issue after they turn 6 months of age.
 - b. *The RX More Formula Only* food package may be issued once staff receives this information from the HCP. This food package may be issued prior to 6 months of age.
 - c. If supplemental food authorization cannot be obtained from the HCP, do not issue supplemental food or the *RX More Formula Only* food package; instead issue the *Formula Only* food package. Contact the SA if there are questions.

B. *6-11 Months Formula Only*

1. This package is designed for infants 6 months of age or older whose medical condition prevents them from consuming supplemental foods.
2. This package provides formula only. No additional formula is provided in the absence of supplemental food.
3. Choose this package when formula only is requested, but the HCP has not omitted foods from the request form and supplemental food information cannot be obtained.

C. Formula Food Packages for Children and Women

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1. Formula Only Food Package – Choose this package if all foods are to be omitted due to the child’s medical condition. No additional formula is provided in the absence of supplemental food.
2. Formula with Infant Cereal and Baby Food – This package provides the following foods:
 - a. Formula
 - b. Juice
 - c. Infant cereal
 - d. Fruits and vegetables cash value or baby fruits and vegetables. Parent/guardian may choose in consultation with staff.
3. Not all combinations of formula and food options are available. Choose the food package option that is closest to meeting the medical/nutritional needs of the child or woman. Individual supplemental foods can be refused at issuance if they are not needed or wanted by the participant and/or HCP.

D. Metabolic Formula Approval and Issuance

1. Products prescribed for inborn-errors of metabolism (e.g., PKU) require a completed *Texas WIC Medical Request for Metabolic Formula/Food* from a DSHS approved metabolic center. This form is available on the web at: www.dshs.state.tx.us/wichd/nut/pdf/metarx.pdf.
2. WIC staff are not to issue metabolic products to participants until their diagnosis has been confirmed by a metabolic geneticist. A list of recognized metabolic centers can be found at: www.dshs.state.tx.us/newborn/metacons.shtm. A list of metabolic dietitians is available at: www.dshs.state.tx.us/wichd/nut/pdf/MCDietitians.pdf.
3. Initial requests for metabolic products require state agency (SA) approval. Subsequent requests may be approved by a CA provided that the Metabolic Request form is completely filled out as described in II.D. 1 - 2 above.
4. Families with members who have metabolic disorders shall be given the option to participate in nutrition education, but are not required to do so. WIC staff shall not provide any individual

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counseling regarding appropriate metabolic diets for participants with metabolic disorders. Refer to WIC Policy *CR: 07.0*.

- E. Concentrated Non-Contract Formulas
 1. Federal regulations set a maximum formula allowance that cannot be exceeded regardless of the prescribed concentration rate.
 2. Refer to a LA RD or call the SA for technical assistance related to concentrating non-contract formulas. The parent/guardian should be informed that the amount of formula provided by WIC may not be enough to last the entire month.
 3. When instructions for altering the dilution of formula are provided by the HCP, WIC staff are not required to do any additional approval or assessment. Keep a copy of the mixing instructions provided by the HCP. Determine if the parent is mixing correctly according to the instructions.
 4. When instructions for altering the dilution of formula are provided by WIC staff, a prescription, assessment, and documentation are required.

- F. Requests for Goat's Milk and Rice Milk - Goat's milk and rice milk are not authorized.

- G. Non-contract infant formula for religious eating patterns
 1. Medical documentation and assessment is not needed when non-contract infant formula is requested due to religious eating patterns.
 2. LA staff shall document the issuance in the participant's chart. Since all non-contract formula requires the entry of an expiration date in the TWIN system, the expiration date entered shall be the end of the participant's certification period

- H. Supplemental Food Issuance With or Without Formula
 1. Food without formula – If a participant is receiving formula from another assistance program (such as Medicaid, Newborn Screening, CHIP, etc.) and not WIC, the HCP shall be consulted to determine the appropriate supplemental foods to issue for the

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medical condition. This may be obtained verbally and documented in the participant's chart.

2. Interpretation of formula quantity when an exact amount is specified – When a HCP requests a specific number of containers of formula per month or ounces per day;
 - a. Infants – Issue maximum amount allowed or contact the SA for assistance if significantly less than maximum is requested.
 - b. Children – Provide the number of containers requested per day. You may round up to the nearest full packaging unit as long as this is less than the maximum amount allowed per month (e.g., round up to the nearest 6 pack).
3. Selection of Appropriate Supplemental Foods –
 - a. The HCP can defer supplemental foods selection to the Nutritionist/RD when utilizing the Texas Medical Request Form (revised October 2014).
 - b. Unless otherwise noted by the HCP, the Nutritionist/RD can choose the appropriate supplemental foods, amounts and the length of issuance for the participant's diagnosis, age, preferences, developmental readiness and food allergies.
 - c. When accepting a form other than the Texas Medical Request form (revised October 2014), the approval authority must contact the HCP if supplemental foods are not prescribed or indicated.
 - d. The approval authority may obtain verbal authorization to make appropriate food selections from the HCP and document on the medical request form.

III. Transfers and Prescriptions from Other States and Foreign Countries

A. Out-of-State Transfers

1. When an out-of-state transfer has been receiving a non-contract formula because it is another state's contract formula, issue the comparable Texas contract formula.
2. When an out-of-state transfer has been receiving a non-contract formula for a medical reason and does not have a prescription, issue the formula and food previously provided by the other state for one month and refer them to a Texas HCP for a new prescription. Contact the state office if there are questions about

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the appropriate food package. Document formula and reason needed. Ensure the reason is comparable to the Texas WIC Formulary.

3. If a participant's medical home is located in another state, prescriptions may be accepted from that location provided that they contain all required information.
4. When an out-of-state transfer has been receiving a non-contract formula for medical reasons and presents a valid prescription from that state, accept it and complete the formula approval process. If approved, issue for the time period requested up to 3 months. Thereafter, a new prescription from a Texas HCP shall be required.

B. In-State Transfers

1. When an in-state transfer has been receiving a non-contract formula for a medical reason at another Texas WIC clinic and prescription or expiration date is available, issue 1-3 months of the formula, as appropriate. A new prescription will be needed at the next issuance time period.
2. When a transferring participant has been receiving a non-contract formula for a medical reason and does not have a current prescription, contact the SA.

C. Prescriptions from Other States

1. Prescriptions from other States may be accepted for up to 3 months to allow the participant time to obtain a new medical provider.
2. If allowed food information is not available, staff may contact the out-of-state medical provider to obtain it.
3. If staff cannot obtain this information, formula only may be provided.

- D. Foreign Prescriptions - Prescriptions from foreign countries, including Mexico, may be approved by the SA once and for 1 month only. Thereafter, a current prescription from a local U.S. HCP shall be required.**

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- IV. Coordination with Medicaid – WIC staff shall refer participants to Medicaid in the following situations:
 - A. When additional formula is needed beyond what WIC can supply.
 - B. If the needed formula is not on the Texas WIC Formulary and cannot be supplied by WIC.
 - C. If the participant is no longer categorically eligible.
 - D. Contact the formula pager for Medicaid referral assistance.

- V. Maximum Quantities of Formula and Food
 - A. Do not exceed maximum issuance of formula. Formula issuance includes issuance, formula exchange, and any other transaction involving formula.
 - B. Refer to Policy *FD: 12.0 Food Packages* for maximum monthly allowances of formula and supplemental foods.
 - C. Medical documentation is needed for all contract formulas (other than the primary milk and soy-based formulas), non-contract formulas and supplemental foods that are issued with formula for infants.
 - D. Medical documentation is needed for all formula and supplemental foods (including whole milk) that are issued with formula for women and children one year of age and older.

- VI. Non-Compliant Issuance of Non-Contract Formulas
 - A. LAs shall be required to reimburse the SA for non-compliant issuance of non-contract formula in accordance with this policy. The amount of reimbursement shall be equal to the dollar amount that was paid to the vendor.
 - B. Non-compliant issuance of non-contract formula includes any one of the following:

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1. A prescription or medical request form was not provided and no documentation exists to support the reason to issue non-contract formula.
2. Formula was issued to the participant beyond the prescribed and authorized length of issuance.
3. The amount of formula issued exceeded the maximum allowable amount for the form of the formula, infant's age, and feeding option.

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Approved Foods

Purpose

To provide standards for the selection of approved foods for Texas WIC food packages.

Authority

7 CFR §246.10; 25 TAC §31.37

Policy

The State Agency is responsible for approving foods for the allowable foods list, the Texas WIC Authorized Product List (APL), the universal product code (UPC) database. Criteria for approving products include compliance with federal regulations, packaging, cost, cultural acceptability, and nutritive value.

- I. A product shall meet the federal regulations governing the WIC food package in order to be considered for approval by the Texas WIC Program.
- II. In addition to the criteria specified in this policy, Texas WIC reserves the right to restrict the number of brands and types of any product in order to contain the cost of food packages and minimize confusion for WIC participants. Texas WIC is not obligated to authorize every available food that meets federal requirements.
- III. The product form and marketing approach shall be consistent with the promotion of good nutrition and education.
- IV. Texas WIC will review the list of allowable foods to determine the need for adding or removing brands for the following products through an annual open enrollment process: cereal, tofu, soy milk, oatmeal and canned beans. The approved brands of infant cereal and formula will be solicited through a competitive bid process. All other allowable foods will be added or removed throughout the year. A complete list

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of approved UPCs and brands will be posted at
<http://www.dshs.state.tx.us/wichd/vo/flist.shtm>.

- A. If Texas WIC determines a need to change the criteria for allowable foods, manufacturers will be notified of the food specifications and the open enrollment period.
- B. A manufacturer may contact the Texas WIC State Office at any time during the year to have their contact information added to the mailing list.
- C. The allowable foods list will be provided to the United States Department of Agriculture (USDA) in the annual State Plan.

V. Allowable foods

- A. **Cow's milk** (fresh fluid, lactose-free, evaporated, and dry) shall meet the following requirements and specifications:
 - 1. Pasteurized and unflavored.
 - 2. Whole, low-fat, or non-fat milks shall conform to the FDA standard of identity (21 CFR 131.110).
 - 3. Cultured buttermilk shall conform to the FDA standard of identity (21 CFR 131.112).
 - 4. Whole milk shall be fortified with 400 IU of vitamin D per fluid quart of fluid milk (100 IU per cup).
 - 5. Low-fat (1/2% and 1%) or fat-free (non-fat or skim) milk including, cultured low-fat buttermilk, shall be fortified with 2000 IU of vitamin A (500 IU per cup) and 400 IU of vitamin D per fluid quart of milk (100 IU per cups).
 - 6. Kosher milk is allowed for participants of religious faiths requiring kosher dairy products.
 - 7. Container sizes for fresh fluid milk are gallons, half gallons, and quarts; cultured buttermilk is half gallon; lactose-free milk is half gallons and quarts; kosher milk is half gallon and gallon; evaporated milk is 12 oz. cans and dry milk in 9.6, 25.6 and 64 oz. boxes.
 - 8. Not allowed:
 - a. Flavored milk (e.g., chocolate milk),
 - b. High protein, calcium-fortified, DHA, omega-3 enhanced or organic,

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- c. Goat's milk,
 - d. Rice milk,
 - e. Acidophilus milk,
 - f. Evaporated filled milk, or
 - g. Sweetened condensed milk.
9. Authorized vendors are required to sell the declared traditionally least expensive brand of milk they have available that meets Texas WIC requirements and specifications, with the exception of lactose-free, kosher, dry and evaporated milk (refer to WIC Policy WV: 02.0).
- B. **Soy milk** (Soy-based beverage) shall meet the following requirements and specifications:
- 1. Contain the following nutrients per 8 oz. serving:
 - a. 8 grams protein
 - b. 276 milligrams calcium
 - c. 500 IU vitamin A
 - d. 100 IU vitamin D
 - e. 24 milligram magnesium
 - f. 222 milligram phosphorus
 - g. 349 milligram potassium
 - h. 0.44 milligram riboflavin
 - i. 1.1 microgram vitamin B12
 - 2. Half gallon container.
 - 3. Plain or vanilla flavor.
 - 4. Authorized vendors may sell any of the approved brands and types of soy milk.
- C. **Tofu** shall meet the following requirements and specifications:
- 1. Calcium-set with calcium salts (e.g., calcium sulfate).
 - 2. One pound (16 oz.) package.
 - 3. Refrigerated.
 - 4. Plain, without added sugars, fats, oils or salt (i.e., sodium.)
 - 5. Authorized vendors may sell any of the approved brands and types of tofu.

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D. **Cheese** shall meet the following requirements and specifications:

1. Conform to the FDA standard of identity (21 CFR Part 133).
2. Domestic cheese made from 100 percent pasteurized milk.
3. Approved types: processed American, Monterey Jack, Colby, Colby-Jack, natural Cheddar, Mozzarella (part-skim or whole), and Longhorn. Block or sliced form cheese allowed.
4. One and two pound (16 oz. and 32 oz.) packages. Eight ounce (8 oz.) packages are approved only for exclusively breastfeeding women who receive the no refrigeration/no cooking facilities package and women who are exclusively breastfeeding multiple infants.
5. Regular or lower sodium.
6. Reduced-fat or low-fat.
7. Kosher cheese is allowed for participants of religious faiths requiring kosher dairy products.
8. Not allowed:
 - a. Shredded or individually wrapped slices of cheese.
 - b. Cheese foods, cheese food products, or cheese spreads.
 - c. Cheese from the deli.
 - d. Soy or goat cheese.
 - e. Imported cheese.
 - f. Smoked or flavored cheese or cheese with added ingredients such as caraway seeds or jalapeño peppers.
9. Authorized vendors are required to sell the declared traditionally least expensive brand by type that they have available and that meets Texas WIC requirements and specifications (refer to WIC Policy WV: 02.0).

E. **Breakfast Cereal** shall meet the following requirements and specifications:

1. Contain 28 milligrams or more of iron per 100 grams of dry cereal.
2. Contain 21.2 grams or less of sucrose and other sugars per 100 grams of dry cereal (6 grams or less per dry ounce).
3. At least half of the cereals authorized shall have whole grain as the primary ingredient by weight and meet the labeling

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requirements for making a health claim as a whole grain food with moderate fat content:

- a. Contain a minimum of 51% whole grains (using dietary fiber as the indicator).
 - b. Meet the regulatory definitions for "low saturated fat" (<1 gram saturated fat per serving) and "low cholesterol" (≤20 milligrams cholesterol per serving).
 - c. Include quantitative trans fat labeling.
 - d. Contain ≤6.5 grams total fat per serving and ≤0.5 grams trans fat per serving.
 - e. The product form and marketing approach shall be consistent with the promotion of good nutrition.
4. WIC reserves the right to limit the package size(s) authorized for a brand. For example, a brand may be available in 12 oz., 18 oz., and 36 oz. sizes. WIC may authorize only the 18 and 36 oz. size.
 5. WIC accepts cereals with additional ounces for free; for example, package sizes that are 18 oz. with additional ounces for free are accepted as an 18 oz. package (e.g., 18 oz. package offering 20% more in a 21.6 oz. package).
 6. Gluten-free cereals may be approved for a special gluten-free food package.
 7. To reduce the potential for confusion by retail vendors and participants, WIC reserves the right to deny approval of cereals that would otherwise qualify, but have similar package designs to cereals that do not qualify.
 8. WIC reserves the right to determine the number and brands of cereal which shall include at least one cereal from each grain group. Grain groups are defined as corn, wheat, oat, rice and multi-grain.

F. **Juice** shall meet the following requirements and specifications:

1. Fruit juice must conform to FDA standard of identity (21 CFR part 146).
2. Vegetable juice must conform to FDA standard of identity (21 CFR part 156) and may be regular or low sodium.

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3. Pasteurized.
4. 100 percent unsweetened juices (no added sugar, sweeteners or artificial sweeteners). May be fresh or from concentrate.
5. Single strength juices contain a minimum of 30 milligrams of vitamin C per 100 milliliters (72 milligrams of Vitamin C per 8-fluid oz.); or frozen concentrated fruit juice, a minimum of 30 milligrams of vitamin C per 100 milliliters of reconstituted juice.
6. May have added calcium and vitamin D.
7. The percent daily value (DV) on the Nutrition Facts panel must be at least 120% for vitamin C for all juices except for 6-fluid oz. juices which must be at least 90%.
8. Container sizes:
 - a. Single strength fluid juice: 48 oz. and 64 oz. containers.
 - b. Frozen concentrate juice: 11.5 oz., 12 oz. and 16 oz.
 - c. Fluid juice in 5.5 to 6 oz. cans or 6.75 oz. juice packs are authorized for participants with no refrigeration.
9. Juice labeled as one fruit juice type that is a blend of two or more juices is not allowed (e.g., juice labeled as "Grape Juice" that is a blend of apple and grape juice).
10. WIC reserves the right to limit the packaging of specific types of juice due to pricing or other considerations.
11. To reduce the potential for confusion by retail vendors and participants, WIC reserves the right to deny approval of juices that would otherwise qualify, but have similar package designs of juices that do not qualify. Fluid and frozen varieties of juice with the same brand name shall be evaluated separately.
12. Authorized vendors are required to sell the declared traditionally least expensive brand of juice by available type that meets Texas WIC requirements and specifications (refer to WIC Policy WV: 02.0).

G. **Eggs** shall meet the following requirements and specifications:

1. Fresh grade A or grade AA, large, medium, or small domestic hens' eggs.
2. Cartons of a dozen count.
3. Not allowed:

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- a. Extra large or jumbo eggs.
 - b. Fertile, brown, free-range, or cage-free.
 - c. Organic, specialty (e.g., designer eggs) or nutrient modified eggs (e.g., Omega-3 or Vitamin E enhanced).
 - d. Dried eggs mixes, pasteurized liquid whole eggs or hard boiled eggs.
4. Authorized vendors are required to sell any brand of eggs that meets Texas WIC requirements and specifications.
- H. Mature Legumes (Beans/Peas/Lentils)** shall meet the following requirements and specifications:
1. Dry beans
 - a. Approved types: pinto, black and navy beans, split green peas and lentils only;
 - b. 1 pound (16 oz.) package.
 2. Not allowed:
 - a. Bulk dry beans, peas or lentils;
 - b. Mixed or seasoned dry beans, peas, or lentils.
 3. Authorized vendors are required to sell the declared traditionally least expensive brand of dry beans that meets Texas WIC requirements (refer to WIC Policy WV: 02.0).
 4. Canned beans shall meet the following requirements:
 - a. Black-eyed peas, Great Northern, pintos, black, kidney (red and cannellini) and fat-free refried beans (pinto or black);
 - b. Regular or low sodium;
 - c. 15 to 16 oz. cans.
 5. Not allowed:
 - a. Canned beans with added sugars, fats, oils, meat or sauces.
 - b. Canned soups with beans.
 6. Authorized vendors are required to sell approved brands and types that meet Texas WIC requirements and specifications.
- I. Peanut Butter** shall meet the following requirements and specifications:
1. Must conform to the FDA standard of identity (21 CFR 164.150).
 2. 16 to 18 oz. container.

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3. May be salted or unsalted, creamy or crunchy.
 4. Not allowed:
 - a. Added ingredients such as jelly, candy pieces, honey, chocolate, marshmallows, or nutrient enhanced (e.g., omega-3).
 - b. Peanut butter spreads.
 - c. Reduced fat peanut butter.
 - d. Organic peanut butter.
 5. Authorized vendors are required to sell any brand that meets Texas WIC requirements and specifications.
- J. **Whole Wheat Bread** shall meet the following requirements and specifications:
1. Must conform to the FDA standard of identity (21 CFR 136.180). Whole wheat flour and/or bromated whole wheat flour must be the only flour listed in the ingredient list (other flours are allowed in small amounts if they are optional ingredients).
 2. One pound (16 oz.) packages.
 3. Bread in 20 to 24 oz. is allowed for women who are exclusively breastfeeding multiple infants from the same pregnancy.
 4. Not allowed:
 - a. Whole wheat and whole grain buns and rolls.
 - b. Low calorie, "lite" bread or sugar-free bread.
 5. Authorized vendors are required to sell the declared traditionally least expensive whole wheat bread that meets Texas WIC requirements and specifications (refer to WIC Policy WV: 02.0). For 20 to 24 oz. loaves, authorized vendors are required to sell any of the approved brands.
- K. **Whole Wheat Tortillas** shall meet the following requirements and specifications:
1. Whole wheat flour must be the only flour in the ingredient list (other flours are allowed in small amounts as optional ingredients).
 2. 4 grams or less of fat per tortilla.
 3. One pound (16 oz.) packages.

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4. Authorized vendors are required to sell the declared traditionally least expensive brand of tortillas that meets Texas WIC requirements (refer to WIC Policy WV: 02.0).
- L. **Corn Tortillas** shall meet the following requirements and specifications:
1. Soft corn tortillas (may be made with whole corn, corn masa, whole ground corn, corn masa flour, masa harina or white corn flour).
 2. One pound (16 oz.) packages.
 3. Authorized vendors are required to sell the declared traditionally least expensive brand of tortillas that meets Texas WIC requirements (refer to WIC Policy WV: 02.0).
- M. **Brown Rice** shall meet the following requirements and specifications:
1. Plain brown rice without added sugars, fats, oils or sodium.
 2. One pound (16 oz.) package.
 3. Authorized vendors are required to sell the declared traditionally least expensive brown rice that meets Texas WIC requirements (refer to WIC Policy WV: 02.0).
- N. **Oatmeal** shall meet the following requirements and specifications:
1. Plain oatmeal without added sugars, fats, oils or salt (i.e., sodium.)
 2. One pound (16 oz.) container.
 3. Authorized vendors are required to sell any of the approved brands.
- O. **Fruits and Vegetables** shall meet the following requirements and specifications:
1. Fresh and frozen fruits
 - a. Fresh conforms to FDA 21 CFR 101.95.
 - b. Any brand and variety of fruit including organic.
 - c. Whole or cut fruit.
 - d. Single or mixed fruit.

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- e. Frozen in 9 oz. package or larger.
- 2. Fresh and frozen vegetables
 - a. Fresh conforms to FDA 21 CFR 101.95.
 - b. Any brand and variety of vegetable, including organic and excluding all varieties of white potatoes (e.g., russet, red, and yukon gold). Yams and sweet potatoes are allowed.
 - c. Whole or cut vegetable.
 - d. Includes all fresh and frozen beans, peas and lentils (no exclusion on types).
 - e. Single or mixed vegetable or bean, pea or lentil that do not include white potatoes.
 - f. Frozen in 9 oz. package or larger.
- 3. Not allowed:
 - a. All varieties of white potatoes, including frozen french fries and hash browns.
 - b. Fruits that are sweetened (e.g., with added sugars, artificial sweeteners and syrups).
 - c. Vegetables with added sugars, fats, or oils.
 - d. Creamed or sauced vegetables.
 - e. Breaded vegetables.
 - f. Vegetable-grain (e.g., pasta or rice) mixtures.
 - g. Canned and dried fruit and vegetables.
 - h. Fruit-nut mixtures.
 - i. Herbs and spices including, but not limited to: anise, basil, bay leaves, caraway, chervil, chives, cilantro, dill, fenugreek, horseradish, lemon grass, marjoram, mint, oregano, parsley, rosemary, sage, savory, tarragon, thyme and vanilla beans.
 - j. Edible blossoms and flowers e.g., squash blossoms (broccoli, cauliflower and artichokes are allowed).
 - k. Fruits and vegetables for purchase on salad bars, or with dressings or dip.
 - l. Peanuts and other nuts.
 - m. Ornamental and decorative fruits and vegetables, such as chili peppers and garlic on a string, decorative gourds or painted pumpkins.
 - n. Fruit baskets and party vegetable trays.

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- o. Baked goods, such as blueberry muffins.
- p. Condiments, such as ketchup.
- q. Pickled vegetables, olives and soups.

P. **Chunk Light Tuna and Pink Salmon** (for exclusively breastfeeding women only) shall meet the following requirements and specifications:

1. Chunk light tuna shall conform to the FDA standard of identity (21 CFR 161.190).
2. Pink salmon shall conform to the FDA standard of identity (21 CFR 161.170). Only pink salmon is approved, packed with or without skin and bones.
3. Packed in water.
4. 5 or 6 oz. cans.
5. 3 oz. cans are approved only for exclusively breastfeeding participants with no refrigeration.
6. Not allowed:
 - a. Albacore, yellowfin or tongol tuna.
 - b. Fillet, specialty or gourmet tuna.
 - c. Red salmon, fillet or premium boneless and skinless salmon.
 - d. Tuna or salmon packaged with other items such as crackers, relish or seasoning.
 - e. Packed in oil.
 - f. Packed in pouches.
7. Authorized vendors are required to sell any brand that meets Texas WIC requirements and specifications.

Q. **Infant Cereal** shall meet the following requirements and specifications:

1. Contain a minimum of 45 milligrams of iron per 100 grams of dry cereal.
2. Dehydrated flakes without added ingredients such as infant formula, milk, fruit or other non-cereal ingredients (e.g., DHA). Organic is not allowed.
3. 8 oz. and/or 16 oz. container.

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4. WIC reserves the right to solicit through a competitive bid process rebates for infant cereals. Authorized vendors are required to sell the contract brand.

R. **Infant Food Fruits and Vegetables** shall meet the following requirements and specifications:

1. Single and mixed fruits and vegetables, commercial baby food.
2. 4 oz. container.
3. Not allowed:
 - a. Added sugars, starches or salt (i.e. sodium), cereal yogurt, or DHA,
 - b. Desserts and dinners,
 - c. Organic baby food fruits and vegetables or
 - d. Baby food in pouches.
4. The fruit or vegetable must be listed as the first ingredient.

S. **Infant Food Meats** (for exclusively breastfed infants only) shall meet the following requirements and specifications:

1. Meat or poultry, as a single major ingredient, with or without broth or gravy.
2. 2.5 oz. container.
3. Not allowed:
 - a. Added sugars, salt (i.e. sodium) or DHA,
 - b. Combination of multiple ingredients (e.g., meat and vegetable or fruit) or dinners (e.g., spaghetti and meatballs) or
 - c. Organic baby food meat.

VI. WIC reserves the right to solicit rebates for any WIC foods through a competitive bid process.

VII. This policy may not list all exclusions for each approved food due to continuous changes by manufacturers and introduction of new products in the market.

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Policy No. TR:03.0

Required Local Agency Training/Summary

Purpose

To ensure systematic training that addresses local agency (LA) staff performance issues, provides updates and broadens staff's knowledge of various topics related to public health, nutrition and WIC, and encourages continuing education and the optimum utilization of all resources in order to serve clients in the most effective, efficient and courteous manner.

Authority

State Policy

Policy

The LA shall designate a training coordinator and all LAs shall provide and document specific trainings for appropriate staff within required timeframes.

Procedures

- I. The LA shall submit the training coordinator's name to the state agency (SA) at the time of selection. No further notification is necessary unless the coordinator changes.
- II. The training coordinator shall ensure that:
 - A. appropriate and timely staff training is conducted for LA staff; and
 - B. staff training and education be documented and maintained for review during monitoring visits.
- III. The required LA trainings shall:
 - A. Ensure that all staff involved in program operations has the abilities and skills required to completely perform their assigned duties.

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- B. Include topics which address performance problems identified in Quality Assurance (QA) observations and/or record reviews.

- IV. Method of storage and format of the documentation for required staff trainings are at the discretion of the LA director. Training documentation shall include:
 - 1. name of employee;
 - 2. job title;
 - 3. training topic; and
 - 4. date training was completed.

- V. Required trainings must be completed within specific timeframes, as listed in the Training Requirement chart. All staff responsible for the procedure and/or technique listed in the Training Requirement chart shall be trained on the procedure before performing it independently. Link to Training Requirement charts: <http://www.dshs.state.tx.us/wichd/tng/tng1.shtm>
 - A. Certifying Authority, WCS, clerical staff, and Peer Counselors shall receive training monthly. Contract staff are not required to attend, but LA discretion is advised.

 - B. New staff, including contract staff, must complete all required trainings in the following sections listed in the Training Requirement chart prior to performing duties independently:
 - 1. Core Skills;
 - 2. Clinic Services;
 - 3. Nutrition Knowledge, Education and Counseling; and
 - 4. Breastfeeding.

 - C. All staff are required to complete annual trainings such as:
 - 1. Civil rights: staff such as administrators, janitors, etc. who do not come in contact with WIC applicants/participants are not required to receive civil rights and customer service training. All

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other existing staff shall receive civil rights training (refer to CR: 08.0).

2. Customer service.
 3. Security awareness and computer usage (State Agency developed).
 4. Disaster planning.
- D. Upon completion of the Basic Nutrition module the remaining modules may be completed in any order within the required timeframes as listed in the Training Requirement chart.
- E. State Agency developed training modules and/or locally developed training programs may be used to train staff, with the exception of security awareness and computer usage. The State Agency offers all required annual trainings (civil rights, customer service, security awareness and computer usage, and disaster planning) and are available for local agency use.

CERTIFYING AUTHORITY AND/OR REGISTERED DIETITIAN (CA/RD)(Defined in CS:15.0)

CORE SKILLS		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 3 months of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements

CLINIC SERVICES		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for eligibility (residency & income eligibility)	Prior to performing duties	TR:3.0
Collecting anthropometric data (weighing & measuring techniques)	Prior to performing duties	TR:3.0
Collecting biochemical data (Hgb/HCT screening)	Prior to performing duties	TR:3.0
Completing health history & nutrition assessment (including dietary recall and assessment and interviewing skills)	Prior to performing duties	TR:3.0
Assessing risk conditions (determining nutritional risk & risk code)	Prior to performing duties	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Prior to performing duties	FD:18.0E

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Prior to counseling and teaching class	TR:3.0
Infant Module	Within 6 months of employment	TR:3.0
Preschool Module	Within 6 months of employment	TR:3.0
Prenatal Module	Within 6 months of employment	TR:3.0
Breastfeeding Module (IBCLC exempt)	Within 6 months of employment	BF:4.0
Postpartum Module	Within 6 months of employment	TR:3.0
Formula Module	Within 6 months of employment	TR:3.0
VENA Counseling Skills	Prior to performing duties	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training*	Within 6 months of employment & prior to issue	BF:4.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM or Breastfeeding Management* (IBCLC Exempt)	Within 12 months & every 5 years	BF:4.0
Nipple Shield and Supplemental Nurser Training	Prior to issuance, if applicable	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0

* Contract RDs who function as a CA are required to complete all required trainings listed above. Contract RDs who ONLY provide high risk counseling are required to complete all trainings listed above except Breast Pump Training and POLM/Breastfeeding Management.

WIC CERTIFICATION SPECIALIST (WCS) (Defined in BF:02.0)

CORE SKILLS

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 3 months of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements

CLINIC SERVICES

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for eligibility (residency & income eligibility)	Prior to performing duties	TR:3.0
Collecting anthropometric data (weighing & measuring techniques)	Prior to performing duties	TR:3.0
Collecting biochemical data (Hgb/HCT screening)	Prior to performing duties	TR:3.0
Completing health history & nutrition assessment (including dietary recall and assessment and interviewing skills)	Prior to performing duties	TR:3.0
Assessing risk conditions (determining nutritional risk & risk code)	Prior to performing duties	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Prior to performing duties	FD:18.0E

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Prior to WCS training	TR:3.0, CS:16.0
Infant Module	Prior to WCS training	TR:3.0, CS:16.0
Preschool Module	Prior to WCS training	TR:3.0, CS:16.0
Prenatal Module	Prior to WCS training	TR:3.0, CS:16.0
Breastfeeding Module (IBCLC exempt)	Prior to WCS training & within 6 months of employment	BF:4.0, CS:16.0
Postpartum Module	Prior to WCS training	TR:3.0, CS:16.0
Formula Module	Prior to WCS training	TR:3.0, CS:16.0
VENA Counseling Skills	Prior to performing duties	TR:3.0, NE:2.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Prior to issue if designated to issue pumps	BF:4.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM or Breastfeeding Management (IBCLC Exempt)	Not required but if completed can counsel on risk codes 602 and 603.	BF:4.0
Nipple Shield and Supplemental Nurser Training	Prior to issuance, if applicable	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0

NUTRITION EDUCATION COORDINATOR (Defined in NE:02.0)

CORE SKILLS

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 3 months of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements

CLINIC SERVICES

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for eligibility (residency & income eligibility)	Prior to performing duties	TR:3.0
Collecting anthropometric data (weighing & measuring techniques)	Prior to performing duties	TR:3.0
Collecting biochemical data (Hgb/HCT screening)	Prior to performing duties	TR:3.0
Completing health history & nutrition assessment (including dietary recall and assessment and interviewing skills)	Prior to performing duties	TR:3.0
Assessing risk conditions (determining nutritional risk & risk code)	Prior to performing duties	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Prior to performing duties	FD:18.0E

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Within 6 months of employment	TR:3.0
Infant Module	Within 6 months of employment	TR:3.0
Preschool Module	Within 6 months of employment	TR:3.0
Prenatal Module	Within 6 months of employment	TR:3.0
Breastfeeding Module (IBCLC exempt)	Within 6 months of employment	BF:4.0
Postpartum Module	Within 6 months of employment	TR:3.0
Formula Module	Within 6 months of employment	TR:3.0
VENA Counseling Skills	Prior to performing duties	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Within 6 months of employment & prior to issue	BF:4.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM or Breastfeeding Management (IB-CLC Exempt)	Within 12 months & repeat every 5 years	BF:4.0
Nipple Shield and Supplemental Nurser Training	Prior to issuance, if applicable	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Annually	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0

BREASTFEEDING COORDINATOR (Defined in BF:02.0)

CORE SKILLS		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 3 months of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements

CLINIC SERVICES		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for eligibility (residency & income eligibility)	Prior to performing duties	TR:3.0
Collecting anthropometric data (weighing & measuring techniques)	Prior to performing duties	TR:3.0
Collecting biochemical data (Hgb/HCT screening)	Prior to performing duties	TR:3.0
Completing health history & nutrition assessment (including dietary recall and assessment and interviewing skills)	Prior to performing duties	TR:3.0
Assessing risk conditions (determining nutritional risk & risk code)	If CA, prior to performing duties	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	If CA, prior to performing duties	FD:I8.0E

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	If not CA, prior to performing duties	TR:3.0
Infant Module	If not CA, prior to performing duties	TR:3.0
Preschool Module	If not CA, prior to performing duties	TR:3.0
Prenatal Module	If not CA, prior to performing duties	TR:3.0
Breastfeeding Module (IBCLC exempt)	Within 6 months of employment	BF:4.0
Postpartum Module	If not CA, prior to performing duties	TR:3.0
Formula Module	If not CA, prior to performing duties	TR:3.0
VENA Counseling Skills	Prior to performing duties	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Within 6 months of employment & prior to issue	BF:2.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM and LCAP (IBCLC Exempt)	Refer to section I.A. in policy BF:2.0	BF:4.0
Nipple Shield and Supplemental Nurser Training	Prior to performing duties	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Annually	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0

PEER COUNSELOR (PC) (Defined in BF:03.0)

CORE SKILLS		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 3 months of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements

CLINIC SERVICES		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for eligibility (residency & income eligibility)	Not applicable	TR:3.0
Collecting anthropometric data (weighing & measuring techniques)	Prior to performing duties	TR:3.0
Collecting biochemical data (Hgb/HCT screening)	Not applicable	TR:3.0
Completing health history & nutrition assessment (including dietary recall and assessment and interviewing skills)	Not applicable	TR:3.0
Assessing risk conditions (determining nutritional risk & risk code)	Not applicable	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Not applicable	FD:18.0E

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Prior to teaching class	TR:3.0
Infant Module	Prior to teaching class	TR:3.0
Preschool Module	Prior to teaching class	TR:3.0
Prenatal Module	Prior to teaching class	TR:3.0
Breastfeeding Module (IBCLC exempt)	Within 6 months of employment	BF:4.0
Postpartum Module	Prior to teaching class	TR:3.0
Formula Module	Not applicable	TR:3.0
VENA Counseling Skills	Prior to performing duties	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING		
TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Prior to issue if designated to issue pumps	BF:4.0
Ongoing Breastfeeding Training	Monthly	BF:4.0
POLM or Breastfeeding Management (IBCLC Exempt)	Not required	BF:4.0
Nipple Shield and Supplemental Nurser Training	Prior to performing duties	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE:2.0, BF:2.0
Peer Counselor Initial Training	Prior to performing duties	BF:3.0

CLERK

CORE SKILLS

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 3 months of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements

CLINIC SERVICES

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for eligibility (residency & income eligibility)	Prior to performing duties	TR:3.0
Collecting anthropometric data (weighing & measuring techniques)	Prior to performing duties	TR:3.0
Collecting biochemical data (Hgb/HCT screening)	Prior to performing duties	TR:3.0
Completing health history & nutrition assessment (including dietary recall and assessment and interviewing skills)	Prior to performing dietary recall only	TR:3.0
Assessing risk conditions (determining nutritional risk & risk code)	Not applicable	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	Prior to performing technical drop ship duties (after formula approval)	FD:18.0E

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	Prior to teaching class	TR:3.0
Infant Module	Prior to teaching class	TR:3.0
Preschool Module	Prior to teaching class	TR:3.0
Prenatal Module	Prior to teaching class	TR:3.0
Breastfeeding Module (IBCLC exempt)	Within 6 months of employment	BF:4.0
Postpartum Module	Prior to teaching class	TR:3.0
Formula Module	Not applicable	TR:3.0
VENA Counseling Skills	Not applicable	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Prior to issue if designated to issue pumps	BF:4.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM or Breastfeeding Management (IBCLC Exempt)	Not required	BF:4.0
Nipple Shield and Supplemental Nurser Training	Prior to issuance, if applicable	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0

DESIGNATED BREASTFEEDING EXPERT (DBE) and/or IBCLC (GA:14.0)

CORE SKILLS

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Civil Rights	Within 3 months of employment & annually	CR:8.0, TR:3.0
Customer Service	Within 3 months of employment & annually	TR:3.0
Security Awareness & Computer Usage	Within 3 months of employment & annually	AUT:8.0
Child Abuse Reporting	During orientation	Child Abuse Reporting Requirements

CLINIC SERVICES

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Screening for eligibility (residency & income eligibility)	Prior to performing duties	TR:3.0
Collecting anthropometric data (weighing & measuring techniques)	Prior to performing duties	TR:3.0
Collecting biochemical data (Hgb/HCT screening)	Prior to performing duties	TR:3.0
Completing health history & nutrition assessment (including dietary recall and assessment and interviewing skills)	Prior to performing duties	TR:3.0
Assessing risk conditions (determining nutritional risk & risk code)	If CA, prior to performing duties	TR:3.0
Formula (including non-contract formula and/or formula drop ship)	If CA, prior to performing duties	FD:18.0E

NUTRITION: KNOWLEDGE, EDUCATION AND COUNSELING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
Basic Nutrition Module (RD exempt)	If not CA, prior to performing duties	TR:3.0
Infant Module	If not CA, prior to performing duties	TR:3.0
Preschool Module	If not CA, prior to performing duties	TR:3.0
Prenatal Module	If not CA, prior to performing duties	TR:3.0
Breastfeeding Module (IBCLC exempt)	Within 6 months of employment	BF:4.0
Postpartum Module	If not CA, prior to performing duties	TR:3.0
Formula Module	If not CA, prior to performing duties	TR:3.0
VENA Counseling Skills	Prior to performing duties	TR:3.0
Client Centered Nutrition Education (teaching techniques)	Prior to performing duties	TR:3.0, NE:2.0

BREASTFEEDING

TOPIC	TIME TO COMPLETE	POLICY REFERENCE
LA Breastfeeding Referral Training	Within 1 month of employment	BF:4.0
Breast Pump Training	Prior to issue if designated to issue pumps	BF:2.0
Ongoing Breastfeeding Training	Annually	BF:4.0
POLM and LCAP (IBCLC Exempt)	Within 1 year of designation	BF:4.0
Nipple Shield and Supplemental Nurser Training	Prior to performing duties	BF:4.0
Attend Annual NE/BF Conference or Alternate Conference	Not required	NE:2.0, BF:2.0
Peer Counselor Initial Training	Not applicable	BF:3.0

Note:

Contract IBCLCs are required to complete all required trainings listed above.

Primary DBE must receive one or more annual L-CERPS per policy GA:14.0 and be actively pursuing IBCLC status.