



Memorandum

#09-155

TO: Regional Medical Directors for
Health Service Regions 4/5, 6 & 5 South, 9/10 and 11
WIC Local Agency Directors

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

DATE: November 20, 2009

SUBJECT: Breast Pump Policy Procedures *BF:07.0* and *CS:05.0*

The purpose of this memo is to ensure that all local agencies (LAs) are compliant with procedures outlined in *Policy BF:07.0 – Issuance of Breast Pumps to a Proxy*, and *Policy CS:05.0 – Identification of a WIC Applicant/Participant and Parent or Guardian* when issuing a breast pump to a proxy.

Per *Policy BF:07.0*, a breast pump may be issued to a designated proxy as long as the proxy is acting on behalf of a mom who has delivered her infant(s), is actively enrolled in WIC as pregnant or breastfeeding, and determined eligible for a pump.

The WIC participant is responsible for designating, in writing, a proxy, who is 16 years of age or older. The written statement must include the full name of the proxy, the date, and the participant's signature. WIC staff should file the written statement in the participant's file so that it is accessible for review or audit.

Upon issuing a breast pump to a proxy, WIC staff should follow procedures in *Policy BF:07.0* to verify that adequate pump training is provided. Staff should also check the proxy's identification in accordance with *Policy CS 05.0*, as well as checking the participant's WIC Lone Star Card.

According to *Policy CS: 05.0*, LA staff are required to request and check the identification of each applicant/participant and parent/guardian, which in this case would include a proxy. Documentation that identification was presented can be recorded in the participant's chart, on the breast pump release form, in the comment section of the WIN System, etc. However, **a copy of the document(s) used for proof of identity shall not be kept in the applicant's/participant's file.**

For assistance with certification policies, please contact your IRM liaison at (877) 341-4491, option 6, followed by option 4.

If you have questions or concerns regarding breast pump issuance, please contact Lindsey Randall, Nutrition Education Consultant, Nutrition Education/Clinic Services Unit, at Lindsey.Randall@dshs.state.tx.us or (512) 341-4594.

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