



## Memorandum

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#14-052

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

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

**DATE:** April 17, 2014

**SUBJECT:** Policy Memo – New policy *Texas WIC Policy BF:09.0 Lactation Support for Employees* and revised policy *Texas WIC Policy CS:12.0 Texas WIC Income Guidelines*

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This memo announces the new *Texas WIC Policy BF:09.0 Lactation Support for Employees* and the revision of the *CS:12.0 Texas WIC Income Guidelines*. These policies will be effective May 1, 2014. 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](http://www.dshs.state.tx.us/wichd/policy/table_of_contents.shtm)

*Texas WIC Policy BF:09.0 Lactation Support for Employees* (attached) requires all local agencies to become designated as Department of State Health Services (DSHS) Mother-Friendly Worksites by December 31, 2014. Support for employees reinforces the message that breastfeeding matters which help staff carry the message forward to moms. In addition to compliance with the *Federal Break Time for Nursing Mothers Law*, under the *Fair Labor Standards Act* (FLSA), the DSHS Mother-Friendly Worksite designation requires:

- Flexible work schedules (i.e., schedules that give employees the extra time needed to express milk or that allow employees to come in early and/or stay late to make-up for the time needed to pump to avoid unpaid leave) and;
- A policy that is communicated to all staff.

Please see [WIC Policy Memo 14-041](#) for more information about Mother-Friendly Worksite webinars that will be offered April 30, 2014 and May 1, 2014.

*Texas WIC Policy CS:12.0 Texas WIC Income Guidelines* (attached) was revised to reflect the new federal poverty income limits.

Policy Memo – New policy *Texas WIC Policy BF:09.0 Lactation Support for Employees* and Revised Policy  
*Texas WIC Policy CS:12.0 Texas WIC Income Guidelines*  
April 23, 2014  
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If you have questions about how to become designated as a Mother-Friendly Worksite, please contact Julie Stagg, DSHS Mother-Friendly Worksite Coordinator, at [julie.stagg@dshs.state.tx.us](mailto:julie.stagg@dshs.state.tx.us) or (512) 776-6917. If you questions regarding *Texas WIC Policy BF:09.0 Lactation Support for Employees*, please contact Tracy Erickson at [tracy.erickson@dshs.state.tx.us](mailto:tracy.erickson@dshs.state.tx.us) or (512) 341-4521. If you questions regarding *Texas WIC Policy CS:12.0 Texas WIC Income Guidelines*, please contact Rachael Edwards, Clinic Services Branch Manager, at [rachael.edwards@dshs.state.tx.us](mailto:rachael.edwards@dshs.state.tx.us) or 512 341-4763 or call your IRM liaison at 877-341-4491, press option six (6), followed by option four (4).

<p style="text-align: center;"><b>Nutrition Services</b> <b>Department of State Health Services</b></p>
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Effective May 1, 2014

Policy No. CS:12.0

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**Texas WIC Income Guidelines**

**Purpose**

To provide a uniform statewide level of income eligibility for participants in the WIC Program.

**Authority**

7 CFR Part 246.7; 25 TAC §31.22; 42 USC 1786

**Policy**

The Texas WIC Program shall use the income guidelines updated annually in the *Federal Register* by the United States Department of Agriculture under authority of 42 USC 1786.

**Procedures**

- I. To participate in WIC, an applicant's/participant's gross income shall not exceed 185% of the federal income guidelines as updated annually, unless the applicant/participant is found to be adjunctively income eligible for WIC.
- II. Local agencies shall implement the annual guidelines upon notification from the state agency.

<b>Nutrition Services</b> <b>Department of State Health Services</b>
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Effective May 1, 2014

Policy No. CS:12.0

**WIC INCOME GUIDELINES**

<b>Family Size</b>	<b>Weekly</b>	<b>Bi-Weekly</b>	<b>Twice Monthly</b>	<b>Monthly</b>	<b>Annual</b>
1	416	831	900	1,800	21,590
2	560	1,120	1,213	2,426	29,101
3	705	1,409	1,526	3,051	36,612
4	849	1,698	1,839	3,677	44,123
5	993	1,986	2,152	4,303	51,634
6	1,138	2,275	2,465	4,929	59,145
7	1,282	2,564	2,778	5,555	66,656
8	1,427	2,853	3,091	6,181	74,167
9	1,571	3,142	3,404	6,807	81,678
10	1,716	3,431	3,717	7,433	89,189
11	1,860	3,720	4,030	8,059	96,700
12	2,005	4,009	4,343	8,685	104,211
13	2,149	4,297	4,656	9,311	111,722
14	2,293	4,586	4,969	9,937	119,233
15	2,438	4,875	5,281	10,562	126,744

**Nutrition Services**  
**Department of State Health Services**

Effective May 1, 2014

Policy No. CS:12.0

<b>16</b>	<b>2,582</b>	<b>5,164</b>	<b>5,594</b>	<b>11,188</b>	<b>134,255</b>
<b>EACH ADDITIONAL FAMILY MEMBER</b>	<b>+145</b>	<b>+289</b>	<b>+313</b>	<b>+626</b>	<b>+7,511</b>

<p style="text-align: center;"><b>Nutrition Services</b> <b>Department of State Health Services</b></p>
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Effective May 1, 2014

Policy No. BF:09.0

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## **Worksite Lactation Support for Employees**

### **Purpose**

To implement breastfeeding best practice policies to support WIC employees.

### **Authority**

State Agency

### **Policy**

WIC agencies shall be DSHS Mother-Friendly Worksite designated and maintain current designation at all times through the re-designation process.

### **Procedures**

- I. The local agency (LA) shall become designated as a DSHS Mother-Friendly Worksite (MFW) by utilizing the online application process found at [www.texasmotherfriendly.org](http://www.texasmotherfriendly.org) by December 31, 2014.
- II. The LA shall maintain MFW-designation by following DSHS MFW re-designation procedures found at [www.texasmotherfriendly.org](http://www.texasmotherfriendly.org).
- III. New LAs will have one year to become designated from the date of their initial WIC contract.

### **Guidelines**

Information and requirements to become a Mother Friendly worksite may be found at: [www.texasmotherfriendly.org](http://www.texasmotherfriendly.org)