



WASHINGTON WIC PROGRAM

Washington State WIC Manual  
Notice of Revision



Date: 5/5/2022

Notice Number: 2022-03

<input checked="" type="checkbox"/> Volume 1	<input type="checkbox"/> Volume 2
<b>Chapter: 15 – Breastfeeding</b>	
<b>Effective Date: June 1, 2022</b>	
<b>Type of Action/Change:</b> <input checked="" type="checkbox"/> Supersedes <input type="checkbox"/> New <input type="checkbox"/> Delete	
<b>Section: See Table of Revisions</b>	
<b>If you have questions about this revision or wish additional copies, call or write:</b>	
<p><b>Department of Health Washington WIC Program P.O. Box 47886 Olympia WA 98504-7886 Call: 1-800-841-1410</b></p>	

**Explanation of Revisions:**

- This chapter was updated to align with current policies and practices used in Cascades.
- The chapter was updated to align with current Required Guidance for nutrition education.
- This chapter is approved by Food and Nutrition Services (FNS) and is final.

**Attachments:**

**Memo**

**Manual Revision**

**Other** \_\_\_\_\_

**This institution is an equal opportunity provider.**  
Washington WIC doesn't discriminate.



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Policy/Page	Revision	Comments
Through-out chapter	<ul style="list-style-type: none"> <li>• <b>Changed</b> from client to participant.</li> <li>• <b>Changed</b> from gender-specific to gender-neutral language to be more inclusive to all participants.</li> <li>• <b>Added</b> information for where to document information in Cascades.</li> </ul>	
Breastfeeding Promotion and Support is a Core Job Responsibility p. 1 - 2	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• Updated information about the Annual Nutrition Services Plan (yearly numbered memo and reference to WA WIC policy chapter)</li> <li>• Added requirement to ensure participant access to a Designated Breastfeeding Expert (DBE).</li> </ul> <p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>• Updated to reflect the above policy additions</li> <li>• Removed specific trainings required.</li> </ul>	<p>Required trainings are listed on the Certifier Competency Worksheets and are updated as needed.</p> <p>Staff providing direct services must participate in 4 hours of breastfeeding education each year.</p>
Promote and Support Breastfeeding p. 3 - 6	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• Reformatted policy and included more Plain Talk and inclusive language.</li> <li>• Added references for where to document information in our MIS, Cascades.</li> </ul>	Policy content and intent remains the same.
Breastfeeding Coordinator p. 7 - 8	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• <b>Added:</b> Coordinators can't assign staff who charge 100% of their time to the peer counseling grant to be the breastfeeding coordinator.</li> <li>• <b>Added:</b> The Breastfeeding Coordinator may also be the WIC-designated Breastfeeding expert (WIC DBE) and the Breastfeeding Peer Counselor Lead.</li> <li>• <b>Updated:</b> Requirements for Breastfeeding coordinators.</li> </ul> <p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>• Minor changes to support policy requirements.</li> </ul>	
Staff Breastfeeding Education and Training p. 9 - 11	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• <b>Added:</b> The local agency must have task-appropriate breastfeeding support and promotion orientation and on-going</li> </ul>	

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	<p>training for all staff who interact with participants.</p> <ul style="list-style-type: none"> <li>• <b>Added:</b> staff providing direct services to participants must participate in 4 hours of breastfeeding education every year.</li> </ul> <p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>• A: <b>Added</b> Ensure all new staff receive breastfeeding training within the first 6 months of employment.</li> <li>• B: <b>Added</b> Ensure all new staff complete the breastfeeding online course training requirements within the first year of employment.</li> <li>• <b>Removed</b> previous generic on-going education and training requirements.</li> </ul>	
<p>The Breastfeeding Review p. 12 - 17</p>	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• <b>Moved</b> the federal categorical definition of breastfeeding (breastfeeding on average, one time per day) to the first sentence.</li> <li>• <b>Reformatted</b> and <b>added</b> references to where to document information in Cascades. <ul style="list-style-type: none"> <li>○ Document the Breastfeeding Review in the Family Care Plan.</li> <li>○ Document in the Individual Care Plan when meeting the Nutrition Education – Individual contact requirements.</li> </ul> </li> </ul> <p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>• <b>Added</b> references to where and how to document information in Cascades.</li> </ul>	
<p>Anticipatory Guidance</p>	<p><b>Removed Best Practice</b></p>	<p>These best practice items were incorporated into other policies.</p>
<p>Option to Offer Breast Pumps p. 20 - 22</p>	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• <b>Added 2:</b> Local staff may offer breast pumps as an occasional exception to participants in the pregnant category who have delivered, are providing their milk to their breastfeeding infant and have not yet been subsequently certified. In these cases, staff must:</li> </ul>	<p>The Breast Pump Release of Liability Form was removed from the Appendix. Staff can access the form using links in the policy chapter.</p>

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	<ul style="list-style-type: none"> <li>• <b>Added 2, a:</b> Consult with the local agency Designated Breastfeeding Expert (DBE), local agency breastfeeding coordinator, or state breast pump contact for approval.               <ul style="list-style-type: none"> <li>○ Call 1-800-841-1410 and ask to speak with the breast pump contact when local agency breastfeeding staff aren't available.</li> </ul> </li> <li>• <b>Added 2, b:</b> Document the approval in the Family Care Plan.               <ul style="list-style-type: none"> <li>○ If the contact meets the requirements for a Nutrition Education Individual contact (NE - Individual), document in the Individual Care Plan. See the "<a href="#">Breastfeeding Review</a>" policy for documentation guidance.</li> </ul> </li> <li>• <b>Added 2, c:</b> Complete a subsequent certification as soon as possible to help support breastfeeding efforts.               <ul style="list-style-type: none"> <li>○ A nutrition and breastfeeding assessment identifies nutritional risks, referral needs, nutrition education and concerns related to the breastfeeding dyad.</li> <li>○ Subsequent certification ensures the participant receives the appropriate food package for the breastfeeding dyad.</li> </ul> </li> <li>• <b>Added 4, b:</b> Only WIC staff, including peer counselors, or staff identified in an agency Memorandum of Understanding (MOU) with a third party can issue WIC breast pumps.</li> <li>• <b>Added 4, f:</b> Donated pumps, pump kits, and breastfeeding pump supplies aren't used or accepted no matter the condition.</li> <li>• <b>Added 4, k:</b> There is a retrieval process in place for lost or stolen multi-use breast pumps and pumps loaned to terminated participants and participants who transfer without returning the pump first.</li> </ul>	

Policy/Page	Revision	Comments
	<p>Contact the state office within 3 business days to report lost, damaged or stolen multi-user pumps.</p> <ul style="list-style-type: none"> <li>• <b>Added 4, o:</b> Staff won't copy, scan or record Social Security cards or numbers, drivers' licenses information or any identification of the participant or secondary contact for breast pump loans.</li> </ul> <p>Procedure</p> <ul style="list-style-type: none"> <li>• <b>C: Added</b> process for reviewing, signing and scanning the Breast Pump Release of Liability Form.</li> <li>• <b>Removed</b> Best practice item.</li> </ul>	
<p>Order Breast Pumps, Pump Kits and Breast Pump Supplies p. 23 - 24</p>	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• Updated with current practices and documentation in Cascades.</li> </ul> <p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>• Updated to match policy and provide additional details for documenting in Cascades.</li> </ul>	<p>We removed the <a href="#">Breast Pump Supply Order Form</a> from the Appendix. The form is available online using the link above.</p>
<p>Order Breastfeeding Supplies Using Local WIC Funds p. 25 - 26</p>	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• <b>Removed</b> reference to ordering items from the National Association of State Procurement Officers, NASPO ValuePoint contract.</li> </ul> <p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>• <b>E: Added</b> documentation requirements for Cascades.</li> </ul>	
<p>Option to Contract with a Third Party to Provide WIC Breast Pumps p. 27</p>	<p><b>Policy</b></p> <p><b>Added</b> WIC staff must continue to manage pumps through serialized inventory.</p> <p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>• <b>C: Added # 3</b> – Identify who will follow-up with participants within 3 business days.</li> <li>• <b>C: Added # 5</b> – Provide the WIC agency copies of participant signed release forms.</li> <li>• <b>C: Added # 8</b> – Keep all MOUs updated. Review and extend on a regular basis.</li> </ul>	
<p>Issue Breast Pumps p. 28 - 32</p>	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• <b>Added</b> Note: WIC staff can't diagnose medical conditions or "medical</li> </ul>	<p>Staff access the breast pump forms using the links in the chapter.</p>

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	<p>necessity”. Staff should only assess participant need for a breast pump using Guidelines to Issue Breast Pumps.</p> <ul style="list-style-type: none"> <li>• <b>Removed:</b> Previous Best Practice information (related to CIMS).</li> </ul> <p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>• Updated to align with Cascades.</li> <li>• <b>Added R, c –</b> WIC rules don’t allow participants to repair multi-use breast pumps, doing so could damage or destroy the pump which the participant will be responsible for.</li> </ul>	
<p>Return Multi-user Breast Pumps p. 34 - 35</p>	<p><b>Procedure:</b></p> <ul style="list-style-type: none"> <li>• Aligned with Cascades.</li> </ul>	
<p>Insects in Multi-User Breast Pumps p. 36</p>	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• <b>Removed:</b> Staff have the option to bag every returned multi-user pump and check for insects after several days.</li> </ul>	<p>Staff must check every returned pump for insects.</p>
<p>Track Electric Breast Pump Inventory p. 37 - 38</p>	<p><b>Policy</b></p> <p><b>Reformatted</b> policy and <b>updated</b> to align with Cascades. Staff must:</p> <ul style="list-style-type: none"> <li>• Track the number of personal use and multi-user breast pumps at each clinic site using Cascades’ inventory.</li> <li>• Permanently mark each pump and pump case with the clinic’s contact information before loaning new multi-user breast pumps.</li> <li>• Review inventories of multi-use pumps at least twice a year to account for pump stock and check for lost, stolen or missing pumps.</li> <li>• Review inventories of electric personal use pumps at least once a year.</li> </ul> <p><b>Procedure</b></p> <p>Updated to align with policy and Cascades.</p>	
<p>Recover Multi-User Breast Pumps from Transfer Participants p. 39 - 40</p>	<p><b>Policy and Procedure</b></p> <p>Reformatted and aligned with Cascades</p>	<p>Policy intent didn’t change.</p>

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Lost or Stolen Multi- use Breast Pumps p. 41 - 42	<b>Policy and Procedure</b> Reformatted and aligned with Cascades	Policy intent didn't change.
Damaged Multi-User Breast Pumps p. 43	<b>Policy and Procedure</b> Reformatted and aligned with Cascades	Policy intent didn't change.
USDA Breastfeeding Peer Counseling Program p. 44 - 45	<b>Policy</b> <ul style="list-style-type: none"> <li>• <b>Removed:</b> Loving Support terminology</li> <li>• <b>Removed:</b> Application terminology</li> </ul> <b>Procedure</b> <ul style="list-style-type: none"> <li>• <b>Removed</b> references to staff completing an application.</li> </ul>	We no longer require an application.  If an agency decides to incorporate the BFPC program they will follow up with state staff for next steps.
Required protocols for the USDA Breastfeeding Peer Counseling Program p. 46	<b>Policy</b> <ul style="list-style-type: none"> <li>• <b>Removed:</b> Loving Support terminology</li> </ul> <b>Procedure</b> <ul style="list-style-type: none"> <li>• <b>Added C</b>, italicized words: Sends updated protocols to state staff. <i>See the Breastfeeding Peer Counseling Program Annual Report in this chapter.</i></li> </ul>	
Using a Third Party Contract or a Memorandum of Understanding (MOU) p. 47	<b>Policy</b> <ul style="list-style-type: none"> <li>• <b>Removed:</b> Loving Support terminology</li> <li>• <b>Added:</b> Ensure the MOU or contract is renewed and resigned every five years. MOU's should be reviewed yearly for best practice.</li> </ul> <b>Procedure</b> <ul style="list-style-type: none"> <li>• <b>Added E:</b> Review contractor's performance and MOU annually to assure current practices meet contractual and program requirements.</li> <li>• <b>Added F:</b> Renews, as appropriate, the contract or MOU with enough lead time to avoid a break in service and ensure responsibilities are carried out per the agreement.</li> </ul>	
Peer Counselor Lead p. 48 - 49	<b>Policy</b> <ul style="list-style-type: none"> <li>• <b>Added:</b> Or complete state approved lactation management training within the first 6 months in this position.</li> <li>• <b>Added</b> italicized words: If the PCL has other WIC duties, <i>such as certifier or WIC Designated Breastfeeding Expert</i> the PCL</li> </ul>	

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	<p>must do daily time keeping assuring only peer counselor related duties are billed to the grant.</p>	
<p>Recruiting and Hiring Breastfeeding Peer Counselors p. 50 - 51</p>	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• <b>Added:</b> Are from the community or can relate to the WIC population served.</li> <li>• <b>Added:</b> Don't have extensive medical, nutrition or lactation management training and aren't licensed or credentialed healthcare providers.</li> </ul>	
<p>Peer Counselor Scope of Practice p. 52 - 55</p>	<p><b>Policy</b> Policy reformatted, content didn't change.</p>	
<p>Train Breastfeeding Peer Counselors p. 56 - 58</p>	<p><b>Policy</b> Minor revisions to remove Loving Support terminology and updated the title of our Learning Management System to the Learning Center.</p>	
<p>Supervise and Mentor Peer Counselors p. 59 - 61</p>	<p><b>Policy</b> Added reference to a Designated Breastfeeding Expert.</p>	
<p>Peer Counselor Pay p. 62 - 63</p>	<p><b>Policy</b> Policy reformatted, content didn't change.</p>	
<p>Peer Counseling Program Allowable Costs p. 64 - 65</p>	<p><b>Policy</b> Policy reformatted, content didn't change.</p>	
<p>Community Partnerships and Promoting Peer Counseling Programs p. 66</p>	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• <b>Changed</b> from Best Practice to Policy.</li> <li>• <b>Revised</b> from "encouraged to establish plans with" to: Agencies with peer counseling programs <i>must coordinate with</i> community organizations that target the WIC population about the peer counseling program.</li> <li>• <b>Removed</b> recommendations to the new Information section.</li> </ul>	
<p>Participant Confidentiality p. 67 - 68</p>	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• <b>Added</b> italicized words: Keep all mobile equipment <i>password protected</i> and hard copies of participant information locked-up and in a secure location. This includes</li> </ul>	



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	items such as participant files, cell phones and laptops.	
Texting and Cell Phone Use p. 69	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• <b>Reformatted</b> policy</li> <li>• <b>Removed</b> cell phone protocol information</li> </ul>	
Social Media p. 70 - 72	<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• <b>Moved</b> one paragraph regarding the effectiveness of social media to engage with participants and the WIC Facebook page to a Note in the Procedure section.</li> </ul>	
Video Conferencing p. 73 - 74	<p><b>Policy</b></p> <p><b>New</b> policy outlining video conferencing options.</p>	
Appendix	<p><b>Added</b> reference to Designated Breastfeeding Experts (DBEs)</p> <p><b>Added</b> section outlining the role of the Designated Breastfeeding Expert</p> <p><b>Removed</b> reports and forms from Appendix.</p> <p><b>Removed</b> Peer Counseling Program forms and documents</p> <p><b>Removed</b> Text Message Guidelines</p>	<p>Reports and forms will be posted on our website below the policy chapter.</p>