

## **Breastfeeding Peer Counseling Program Documents and Instructions**

If your WIC local agency has been funded for the Breastfeeding Peer Counseling Program (BFPC), please refer to the following documents:

Attachment 1 - BFPC Documents Checklist  
Attachment 2 - BFPC Program Budget Template  
Attachment 3 - BFPC Year 1 Staffing Table Template  
Attachment 4 - BFPC Separate BFPC Coordinator Justification  
Allowable Costs for Breastfeeding Peer Counseling Funds  
Loving Support Model for a Successful Peer Counseling Program

**NOTE:** BFPC Program Budget line item totals and BFPC program staff must be included in your Contract Application Budget Plan.

### **Completing the BFPC Program Budget Template**

Please refer to the instructions within the excel document. Complete a BFPC Program Budget for each year of the contract. You may use this template for each contract year. Be sure to change the contract year in the top left corner of the first page of the template to create separate excel documents for each contract year.

### **BFPC Program Year 1 Staffing Table Template**

Please use the template to complete a Staffing Table for Year 1 only. Prior to years two through four of the contract, you will be asked to complete a current Staffing Table.

### **Breastfeeding Peer Counseling Program Budget**

The majority of BFPC funds awarded should be spent on peer counselor direct services, with peer counselor personnel costs making up at least 50% of the total personnel costs proposed for each year of the contract.

### **Staffing**

Peer Counselors (PC) are paraprofessionals, selected from the group to be served, speak the same language as the target population, and are trained and given ongoing supervision to provide a basic service or function. Paraprofessionals conduct specific tasks within a defined scope of practice, and they do not have extended professional training in health, nutrition, or the clinical management of breastfeeding. Peer Counselors have excellent communication skills, are enthusiastic about breastfeeding, and have successfully breastfed at least one baby.

The BFPC Program Coordinator is responsible for overall program implementation. They will oversee training as well as protocol and process development, and will ensure adequate support and monitoring of PCs.

The WIC Designated Breastfeeding Expert (International Board Certified Lactation Consultant [IBCLC] preferred) is responsible for providing breastfeeding counseling to BFPC program participants for high risk issues outside the peer counselor scope of practice.

It is highly recommended that the agency's Breastfeeding Coordinator, or the BFPC program WIC Designated Breastfeeding Expert (DBE) take on the role of the BFPC Program Coordinator. If the Local Agency BFPC program is proposing a separate BFPC Program Coordinator, in addition to the WIC DBE and the agency Breastfeeding Coordinator, a justification must be submitted with this application using the *Separate BFPC Coordinator Justification* form.

#### Fringe Benefits

The fringe benefit rate(s) used in your BFPC Budgets should allow for a total budgeted amount in the fringe benefit line item that will accommodate all fringe benefit costs associated with the staff/FTE budgeted to the BFPC program. The rates used in your BFPC Budgets *may or may not* match the rate used on the Contract Application, Appendix 1, Attachment 4, Budget Plan for each corresponding contract year.

#### Operating Expenses

Operating expenses may be requested in accordance with the *Allowable Costs for Breastfeeding Peer Counseling Funds*.

- Do not include expenditures related to attending a BFPC Program Statewide Training. CDPH WIC will not conduct a statewide training during this contract period.
- You may include expenditures for each member of your BFPC Program staff to attend one (1) off-site or web-based training each contract year. This training should require minimal travel, be relatively low-cost, and should contribute to staff knowledge and skills that will specifically assist in the provision of peer counseling direct services.

#### Indirect Costs

The indirect cost method and rate used must match the method and rate used for the WIC contract, as listed on the Contract Application, Appendix 1, Attachment 4, Budget Plan.

#### **Allowable Use of BFPC Funds**

BFPC funds must be spent on allowable costs as defined in the *Allowable Costs for Breastfeeding Peer Counseling Funds*. Allowable costs may be updated throughout this contract period in accordance with future USDA guidance.