

California WIC Program Manual WIC 620-20

SECTION: BREASTFEEDING PROMOTION AND SUPPORT

SUBJECT: Lactation Support Equipment

ITEM: Multi-User Electric Breast Pumps: Loaning and Inventory

Policy

[Multi-user electric breast pumps](#) may be issued to Women Infants and Children (WIC) Program mothers who wish to breastfeed and need help establishing their milk supply, or in situations where Local Agency (LA) staff deem a multi-user electric breast pump is necessary and is the most appropriate pump choice.

Required Procedures

I. Issuance

- A. See WIC Program Manual (WPM) 620-10 for issuance requirements.

II. Care of Multi-User Electric Breast Pumps:

- A. The Local Agency (LA) shall ensure multi-user electric breast pumps are sanitized and in working order. The LA shall:
 - 1. clean the multi-user breast pumps, utilizing staff not funded by the Breastfeeding Peer Counseling (BPC) Program funds;
 - 2. clean multi-user breast pumps after they are returned and/or prior to loaning to another participant, and following the State guidelines for pest infestation protocol; and
 - 3. use a gauge to routinely assess each multi-user electric breast pump for milk removal effectiveness and maintain electric breast pumps in working order.

III. Follow-up

- A. The LA shall contact participants and document the contact according to LA protocol at least monthly to:
 - 1. evaluate the need for the multi-user electric breast pump;
 - 2. provide breastfeeding support; and
 - 3. track the multi-user electric breast pump.

IV. Inventory

- A. For multi-user electric breast pump tracking purposes, the LA shall:
1. ensure all multi-user pumps purchased with WIC funds are identified by a State tag and the agency's name or identification and phone number, written in indelible ink or etched on the outside of the pump;
 2. maintain a master log and inventory control system for all loaned breast pumps;
 3. store electric breast pumps in:
 - a. an area that is not easily accessible to WIC participants; and
 - b. a secure space that is locked at the end of the business day; and
 4. place a Family Hold for the breast pump in the Integrated Statewide Information System (ISIS) and document the pump identification number (serial number or the number the LA designates for the pump) on the Family Comments screen.

V. Loan Agreement

- A. The LA shall require participants to sign a loan agreement that includes sufficient information to attempt to recover electric breast pumps or replacement costs of the pump. LAs shall request that the participant provide their Social Security Number and Driver's License Number. However, if this information is unavailable, the pump loan shall not be denied. The loan agreement shall outline the responsibility of the participant to:
1. provide the name and contact information of a secondary contact;
 2. be subject to a financial penalty of at least the replacement cost if the pump is damaged or not returned;
 3. notify the LA immediately if there is a change to their name, address and/or telephone number, and the co-signer if applicable;
 4. use the electric breast pump and [milk collection kit](#) according to instructions for assembly, use and cleaning;
 5. keep the electric breast pump in their possession; and
 6. return the electric breast pump in clean condition by the due date, or earlier, if requested, or immediately under any of the following circumstances:
 - a. the pump becomes damaged or ineffective;
 - b. the participant is no longer using the pump;
 - c. the participant is no longer receiving WIC services; or
 - d. the participant has transferred to another agency.

VI. Pump Retrieval

- A. If a multi-user electric breast pump is not returned by the specified date in the loan agreement, or it appears the pump will not be returned, the LA shall make a reasonable effort to retrieve the pump. At a minimum the LA shall:
1. develop procedures to attempt to recover an electric breast pump from a participant who has transferred from another agency and has an electric pump from a previous agency;
 2. contact the participant by phone to attempt to recover the pump and if unsuccessful mail one letter to participant and if applicable, a cosigner;
 3. document the mailing of a certified, return receipt requested, letter instructing the participant and co-signer, if applicable, to return the electric breast pump
 4. provide a copy of the loan agreement and a copy of the contact attempts (such as contact log or letter to the participant) to the Program and Business Integrity Section at the State WIC office, WICAbuse@cdph.ca.gov for further collection efforts, if the above actions are unsuccessful in recovering the pump;
 5. request removal of the electric breast pump from LA inventory if the pump is not recovered within one month of contacting the Program and Business Integrity Section, WICAbuse@cdph.ca.gov at the State office;
 6. notify the State WIC Branch, Program and Business Integrity Section, if participant returns the pump to the LA after collection efforts have begun; and
 7. the LA shall not terminate or suspend participants, or deny WIC benefits for failure to return pumps.
- B. Ensure participants are exempt from a financial penalty if the electric breast pump was stolen and documented with a police report.

Criteria for Issuance

- I. Multi-user electric breast pumps may be available to mothers:
- A. who have a low milk supply or are having difficulty establishing milk supply;
 - B. who must be separated from their infants due to infant or mother hospitalization;
 - C. of infants with special needs such as cleft lip or palate, Down Syndrome, cardiac problems, cystic fibrosis, phenylketonuria (PKU), neurological impairment, prematurity, or other special needs as determined by trained staff;
 - D. of infants with physical symptoms such as uncoordinated suck/swallow pattern, weak suck, inability to suck, or inability to latch on to the breast; and

- E. who choose to pump milk and feed infant breast milk exclusively, but not at the breast.

II. The LA should:

- A. provide mothers who meet prioritized criteria with a multi-user electric breast pump within the same day as the request;
- B. contact participants who have been issued a WIC Program multi-user electric breast pump. Staff contacting participants regarding pump issues should have at least a minimum of 40 hours of breastfeeding training, but preferably more training such as an International Board Certified Lactation Consultant (IBCLC). Contact should be made:
 - 1. within 24 hours after the loan of a multi-user electric breast pump, to ensure that the pump is operating correctly and that the mother is using it properly;
 - 2. every 2 – 3 days until an adequate milk supply is achieved or participant indicates assistance is no longer needed; and
 - 3. every two weeks for a sick or hospitalized infant to support mothers in maintaining an adequate milk supply;
- C. identify local hospitals with labor and delivery services and their policies related to the provision of electric breast pumps to mothers who are unable to breastfeed their babies; and
- D. ensure that local hospital perinatal staff is aware of WIC services, including the multi-user pump loan program, so they may be able to refer to WIC for an electric breast pump, if needed, upon discharge.

Resources

California WIC Training Manual

Authority

7 CFR 246.11 (c) (7) (iii) and (iv),
7 CFR 246.14 (b) (1) (iii)
WIC Nutrition Services Standards 13 D (5)
WRO All States Memorandum 95-138
WRO All States Memorandum 99-92
WRO All States Memorandum 94-107