



Policy 712

Breastfeeding: Breast Pump Ordering, Distribution and Tracking Guidelines

September 4, 2018 (Revised)

POLICY

Local WIC programs may provide breast pumps to WIC participants as a breastfeeding aid when appropriate and as pumps are available.

PURPOSE

1. To provide support and education on the appropriate use of breast pumps.
2. To protect breastfeeding for women who need pumps for medical reasons.
3. To assist mothers who are separated from their babies for work or school.
4. To provide procedures for the appropriate management of breast pumps, including the ordering of pumps through the state purchasing program, distributing pumps to participants, maintaining breast pump inventories, and complying with state requirements.

RELEVANT REGULATIONS

§246.14 ¶(c)(10)—Breastfeeding aids as an allowable administrative expense

ASM 99-92—Breast pumps as food cost

ASM 94-107—Direct/Indirect Breastfeeding Aids

ASM 95-138—Providing breast pumps to WIC participants

OREGON WIC PPM REFERENCES

- ◆ [215—Local Program Monitoring and Review](#)
- ◆ [426—Record Retention Period](#)
- ◆ [710—Breastfeeding: Definition, Promotion and Support Standards](#)
- ◆ [713—Breastfeeding: Use of Supplemental Formula](#)
- ◆ [880—Referrals](#)

TWIST TRAINING MANUAL REFERENCES

Chapter 3, Lesson 102—Enrollment

Chapter 3, Lesson 600—Breastfeeding Tracking

Chapter 3, Lesson 1100—Family Summary Screen

Chapter 8, Lesson 104—Breast Pump Inventory and Tracking

DEFINITIONS

BAST Administrative Specialist: State WIC program staff assigned to handle state purchasing processes.

Breast pump: A device to help remove milk from the breasts.

Double pumping accessory kit: The parts of a breast pump that touch the breast, collect milk, and attach to the double electric breast pump.

Flange: Circular cup attachment that fits on the breast and connects with tubing to the breast pump, sometimes called a *breast shield*.

Manual breast pump: A pump that is operated by squeezing or pulling a handle in a repetitive fashion, allowing the user to directly control the pressure and frequency of milk expression.

Multi-user double electric breast pump: A high quality electric pump that is intended for multiple users over a number of years. It is powered by a motor that supplies suction for pumping both breasts at the same time. Previously called *hospital-grade double electric breast pump*.

Oregon WIC Breast Pump Handbook for Local Agencies: This important resource provides additional information on Oregon WIC's breast pump program, including detailed procedures for ordering, distributing, cleaning, and disposing of breast pumps. All staff trained to provide breast pumps need to be familiar with the information in this document.

Personal double electric breast pump: An electric pump that is intended for an individual user. It is powered by a motor and supplies pressure to pump one breast or both breasts at the same time.

BACKGROUND

Breastfeeding is a major component of the WIC program. While feeding infants directly from the breast provides the greatest health benefit to both mother and infant, breast pumps are useful tools when mothers and babies are separated or if a medical condition interferes with effective breastfeeding. WIC staff are required to instruct mothers how to safely and effectively use a breast pump whenever a pump is provided.

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PROCEDURE

Breast pump program staffing

- 1.0 The local agency WIC Coordinator and Breastfeeding Coordinator shall work together to authorize and train local agency staff to appropriately assess and issue breast pumps to participants.
 - 1.1. Each local program shall designate one staff member as the **Breast Pump Coordinator** for the agency. This individual will be the primary contact person for overseeing breast pump program responsibilities, ordering new breast pumps and accessories, tracking breast pump inventory, and complying with program requirements.
 - 1.1. Staff who are authorized to issue breast pumps are expected to assess a participant's need for a pump, know how to assemble and use all WIC breast pumps, and cover key education messages on how to maintain milk production and store breast milk safely.

Ordering breast pumps

- 2.0 Breast pumps and accessories are ordered through a centralized process at the State agency.
 - 2.1. The State agency assists each local agency with establishing an inventory of breast pumps and related pumping accessories, appropriate to meet the agency's needs.
 - 2.2. Local programs are responsible for keeping inventories at or below the established maximum quantity of pumps and accessories, and for tracking the items and quantities that need to be reordered. Generally, requests for quantities above the established inventory will not be approved. If there are extenuating circumstances, contact the State agency. Inventory levels will be reviewed on an annual basis.
 - 2.3. The types of breast pumps and accessories that are available through the state purchasing program include multi-user double electric breast pumps and kits, personal double electric breast pumps, manual breast pumps and related accessories. Specific product details are described in the [Oregon WIC Breast Pump Handbook for Local Agencies](#).
 - 2.4. Pump orders will be processed three times a year (March, July and November) for delivery the following month. Orders will not be placed outside of this schedule.
 - 2.5. The BAST Administrative Specialist will email applicable *Breast Pump Order Forms* to Pump Coordinators to complete
 - 2.6. Breast pumps and accessories will be shipped directly to the local program. When the order is received, two actions are required **within 7 days**:
 - 2.6.1. Inspect order for damage and to ensure that the correct type and quantity of items have been received. If the order is damaged or incorrect, contact the BAST Administrative Specialist right away for directions on how to correct the situation

- 2.6.2. FAX or email the packing slip to the BAST Administrative Specialist. This notification is essential for the billing process.
- 2.7. If a local WIC program chooses not to issue breast pumps, it is required that the local program provide participants with referral information on breast pump purchase or rental within the community.

Breast Pump Inventory

- 3.0 Local programs must document the issuance of breast pumps
 - 3.1. All new electric breast pumps must be entered into the TWIST Breast Pump Inventory screen. This includes both multi-user double electric pumps and personal double electric breast pumps. The TWIST Training Manual provides instruction on how to enter pumps in TWIST. See [TWIST Training Manual](#) Chapter 8, Lesson 104—Breast Pump Inventory and Tracking for more details:
 - 3.2. Manual breast pumps and pumping kits may also be entered in TWIST, although this is a recommendation, not a requirement.
 - 3.3. Pumps shall be entered in the inventory within **10** working days.
 - 3.4. Accurate information must be entered in TWIST, to ensure that TWIST reports are correct. If local staff have problems entering information about breast pumps in TWIST, contact App Support for assistance.
 - 3.5. Pumps shall not be issued to participants until they are entered in the TWIST inventory.

Breast Pump Storage

- 4.0 All breast pumps are to be stored in a location onsite that ensures their security, such as a locked room or closet that is not accessible by the public.

Breast Pump Assessment

- 5.0 Only a Competent Professional Authority (CPA) who has completed level 2 breastfeeding training may issue breast pumps. See the [Oregon WIC Breast Pump Handbook for Local Agencies](#) for specific training details:
 - 5.1. Breast pumps shall be provided to participants only after a thorough breastfeeding assessment to ensure that a breast pump is the preferred intervention.
 - 5.1.1. Providing breast pumps to women who do not need them can interfere with breastfeeding.
 - 5.2. The CPA's assessment will include reasons *why* a pump is needed, and *which type* of pump is appropriate to meet the participant's needs
 - 5.2.1. The *Breast Pump Questionnaire* (online or in TWIST) is useful in making this determination.
 - 5.3. Information on providing education about *how to use* the pump, if issued, can be found in section 7.0. Further details are available in the [Oregon WIC Breast Pump Handbook for Local Agencies](#).
 - 5.4. Careful assessment and education must occur before issuing a breast pump to a mother using legal substances that may be harmful during breastfeeding,

such as alcohol, recreational or medical marijuana, or certain medications or herbs. See [♦710- Breastfeeding: Definition, Promotion and Support Standards](#), [♦880 - Referrals](#), and the [Oregon WIC Breast Pump Handbook for Local Agencies](#) for more information.

Circumstances when breast pumps may NOT be issued

- 6.0 Women who do not meet the specific criteria established by the State WIC Program may **not** be issued a breast pump:
 - 6.1. Breast pumps may not be issued to pregnant women.
 - 6.2. Breast pumps may not be provided to breastfeeding women solely as an inducement to consider or to continue breastfeeding.
 - 6.3. Breast pumps may not be issued to women who do not meet the criteria identified in sections:
 - ¶ 8.0 Loaning Multi-User Double Electric Breast Pumps
 - ¶ 9.0 Providing Personal Double Electric Breast Pumps
 - ¶ 10.0 Providing Manual Breast Pumps
 - 6.4 Breast pumps may not be issued to women who have not returned a previous breast pump loan.
 - 6.5 Women who do not qualify for a breast pump may benefit from learning how to do hand expression. For more information on hand expression see the [Oregon WIC Breast Pump Handbook for Local Agencies](#).

Breast Pump Education

- 7.0 All participants who receive a pump will be instructed on how to assemble and effectively use it.
 - 7.1. Local programs may count breast pump education that occurs after the certification visit as the mother's quarterly nutrition education contact.
 - 7.2. Individual or group education may be used for participants who are returning to work or school.
 - 7.3. Education for participants who receive any type of breast pump from WIC is to include information on pump assembly, use and cleaning, safe storage of breast milk, maintenance of milk production, and the participant's plans for pumping. More detailed information can be found in the [Oregon WIC Breast Pump Handbook for Local Agencies](#).
 - 7.4. Offer electronic and/or written educational materials to the participant as needed.

Loaning Multi-User Electric Breast Pumps

- 8.0 Local programs may loan a multi-user electric breast pump to a WIC mother who has a medical need, or whose infant has a medical need and a pump is not available through the insurer. Multi-user electric breast pumps may not be issued until after the baby is born, and are issued for a short time frame, generally two to three weeks. Some examples of medical need include:

For mothers: illness, hospitalization, breast surgery, low milk production, or severe, recurrent engorgement

For infants: prematurity, hospitalization, severe feeding problems, or multiple births.

- 8.1. The double pumping accessory kits for the multi-user electric breast pump may not be **loaned or shared**, due to the possibility of cross-contamination.
- 8.2. When a mother is issued a multi-user electric breast pump:
 - 8.2.1. Complete the *Multi-User Electric Breast Pump Loan Agreement*, ensuring all information is entered. Forms can be downloaded in English and Spanish from the [Breastfeeding Resources for WIC Staff page](#).
 - 8.2.2. Retain the original agreement in a master file for **three years after the last service**, according to [◆426 - Record Retention](#). Offer a *photocopy* of the form to the participant.
 - 8.2.3. Enter the loan agreement information into the TWIST *Breast Pump Issuance* screen. Refer to the [TWIST Training Manual](#), Chapter 3, Lesson 600 for more details.
 - 8.2.4. Contact the mother within 48 hours to assess if further assistance is needed.

Issuance of Personal Electric Breast Pumps

- 9.0 Local programs may give a personal electric breast pump to a WIC mother who is separated from her infant because of a return to work or school, provided she meets the qualifying criteria.
 - 9.1. Personal electric breast pumps shall only be issued to a WIC mother who meets **all** of the following requirements:
 - 9.1.1. Participant is working or going to school more than 20 hours per week, is away from her baby for 9 or more feedings per week, and is unable to feed her baby while at work or at break time, *and*
 - 9.1.2. Infant is exclusively breastfeeding when the breast pump is issued, *and*
 - 9.1.3. Infant is at least 4 weeks old, *and*
 - 9.1.4. Mother and baby are having no problems with breastfeeding (if they are having problems, issue a multi-user electric breast pump), *and*
 - 9.1.5. Participant plans to breastfeed exclusively for at least four to six months and will not expect any formula from WIC.
 - 9.1.6. Participant has not been issued a personal pump in the previous 3-year time frame.
 - 9.2. Personal electric pumps should not be issued any earlier than two weeks prior to the participant's return to work or school, unless there are extenuating circumstances.
 - 9.3. Local programs may tighten these requirements if a limited number of personal electric pumps are available, but such a policy must be approved by their nutrition consultant.

- 9.4. Local programs may opt to loan a multi-user electric pump to a participant for a trial of pumping, prior to issuing a personal electric pump. Reasons for this might include:
 - 9.4.1. Agency has a low supply of personal electric pumps, but an ample supply of multi-user electric pumps.
 - 9.4.2. Mother has not yet returned to work but wants to start pumping to build up a supply of frozen breast milk.
 - 9.4.3. Staff member is not certain that the participant will be able to make the commitment to continue exclusively breastfeeding and pumping.
- 9.5. Special circumstances do occasionally arise when the provision of a personal electric pump may occur in the absence of all qualifying criteria. Any exceptions to these requirements must be authorized with the State Breast Pump Coordinator prior to pump issuance and be documented in TWIST.
- 9.6. When a mother is issued a personal electric pump:
 - 9.6.1. Complete the *Breast Pump Release Form*, ensuring that all the blanks are filled in. Forms can be downloaded in English and Spanish from the [Breastfeeding Resources for WIC Staff page](#).
 - 9.6.2. Keep the original form in a master file and retain for three years after the last service, according to [◆426—Record Retention](#). Offer a *photocopy* of the form to the participant.
 - 9.6.3. Enter the release form information into the TWIST *Breast Pump Issuance* screen. Refer to the [TWIST Training Manual](#), Chapter 3, Lesson 600 for more details.
 - 9.6.4. Encourage the participant to fill out the warranty card that comes with the pump. This is not required but may help if there are any problems with the functioning of the pump.
 - 9.6.5. Encourage the participant to save the breast pump for possible future pregnancies as pumps may only be issued every three years. An exception may be made for a participant who brings in a pump that is broken, no longer works effectively, or is lost or damaged due to domestic violence, emergency or natural disaster. Such exceptions are to be documented in progress notes.
 - 9.6.6. Inform the participant the personal electric breast pump is a single-user pump and she cannot loan or sell this pump. When the participant is finished with the personal electric breast pump, ***it should be recycled or discarded*** rather than sold or given away.
 - 9.6.7. If a participant requests formula after a personal electric breast pump has been issued, encourage her to speak with a staff member trained in breastfeeding support who may assist her. If it is determined that formula will be issued, the trained staff member will determine the appropriate amount. See [◆713—Breastfeeding: Use of Supplemental Formula](#).

Providing Manual Breast Pumps

- 10.0 Local programs may provide manual breast pumps to participants who have occasional need to pump.
 - 10.1. Determine which style of manual pump is most appropriate for the participant.
 - 10.2. For a mother without access to electricity who is committed to breastfeeding and is willing to use a manual pump when she is separated from her infant to work or attend school, *two* one-handed breast pumps may be issued for double pumping, if appropriate.

Recovery of Multi-User Electric Breast Pumps

- 11.0 Local programs will make a reasonable effort to retrieve multi-user electric breast pumps that have not been returned by the date specified in the *Multi-user Electric Breast Pump Loan Agreement*.
 - 11.1. Local programs will document attempts to retrieve these breast pumps.
 - 11.2. If a participant fails to return a pump by the due date, the local program shall:
 - 11.2.1. Attempt to contact the participant (or alternate contact, if necessary) by phone within seven days of the breast pump return due date.
 - 11.2.2. Mail a letter instructing the participant to return the breast pump. *Sample Letters* can be downloaded in English and Spanish from the [Breastfeeding Resources for WIC Staff page](#). Keep a copy of the letter for your records.
 - 11.2.3. Enter a note in the participant's TWIST record documenting efforts to recover the breast pump. Enter the note on the "Breast Pump Issuance" screen. Refer to the [TWIST Training Manual](#), Chapter 3, Lesson 600—Breastfeeding Tracking for more details.
 - 11.2.4. Change the frequency of food benefits from three months to one month by updating *Set Issue Months* in TWIST. Refer to the [TWIST Training Manual](#), Chapter 3, Lesson 1100—Family Summary Screen for more details.
 - 11.3. If efforts to retrieve a pump are not successful, the State WIC Program shall assist local staff to attempt recovery of the pump. Unreturned pumps are considered lost or stolen. The state office has the option of requesting that the participant reimburse WIC for the replacement cost of a lost multi-user electric breast pump. The process of recouping funds shall be done by the State office.
 - 11.3.1. If the participant fails to return the breast pump within 30 days after the letter was mailed, the local program shall enter the date and click the *Referred to State* box on the Breast Pump Issuance screen in the participant's TWIST record. This changes the status of the pump from *Issued* to *Under Investigation*.
 - 11.3.2. Send a copy of the letter your agency mailed to the participant, and a copy of the *Multi-user Electric Breast Pump Loan Agreement* to the State Agency Compliance Investigator to pursue collection efforts.

- 11.3.3. The State Agency Compliance Investigator will send the participant a claim (bill) for the value of the breast pump.
- 11.3.4. If the participant contacts the local program to make restitution (payment) after the state has issued a claim letter, refer them to the State Agency Operations Manager for payment arrangements.
- 11.3.5. Upon return of the breast pump, have the participant sign and date the bottom of the *Multi-User Electric Breast Pump Loan Agreement*. The local program shall also enter the return date on the TWIST *Breast Pump Issuance* screen and contact the State Agency Operations Manager to halt collection procedures.
- 11.4. If a breast pump is returned to a local program other than the one that loaned the pump, the accepting local program shall contact the previous local program to make arrangements to return the breast pump. The receiving local agency may not keep the pump.
- 11.5. If a breast pump is lost by the local program (not by a participant), contact the State agency.
 - 11.5.1. State WIC staff can change the pump status on the TWIST *Breast Pump Inventory* screen to “Lost by agency” or “Unrecoverable.” Local agency staff cannot make this change. Notify state staff if a pump status needs to be changed.
 - 11.5.2. Accurate information must be entered in TWIST to ensure that TWIST reports are correct.
- 11.6. Local staff shall contact the State agency immediately if they learn that a participant has transferred out-of-state without returning a multi-user electric breast pump.
- 11.7. According to federal regulations, local programs cannot withhold or deny WIC benefits, transfer documentation, or other services from a participant who has not returned a breast pump.

Cleaning Multi-User Electric Breast Pumps

- 12.0 All multi-user electric breast pumps that have been loaned to participants are to be cleaned and checked for performance upon return and before re-issuing the pump to another participant.
 - 12.1. Document the date of the pump’s return in the participant’s record in TWIST and on the *Multi-User Electric Breast Pump Loan Agreement*.
 - 12.2. Clean the returned pump by following the manufacturers recommended cleaning instructions which can be found in the [Oregon WIC Breast Pump Handbook for Local Agencies](#). Consider printing and laminating this step-by-step guide and displaying it in the area where multi-user electric pumps are cleaned to ensure that all staff members are following the same procedure.
 - 12.3. Multi-user electric breast pumps that become infested with insects while on loan to a WIC participant must be returned to the manufacturer for professional cleaning or disposal. Follow the instructions on returning infested pumps found in the [Oregon WIC Breast Pump Handbook for Local Agencies](#).

- 12.4. After a pump has been cleaned, assess its performance by following the instructions in the [Oregon WIC Breast Pump Handbook for Local Agencies](#).
- 12.5. While the pump is not in use, there is an option to change the pump status on the TWIST *Breast Pump Inventory* screen to “In House Cleaning.” See the [TWIST Training Manual](#), Chapter 8, Lesson 104 for further details.
- 12.6. Do not clean and re-use double pumping accessory kits, manual pumps or personal double electric pumps (unless manufacturer states that it is safe to do so). Re-use is not recommended because of the possibility of cross-contamination. If such items are returned to the local program, they should be discarded (unless manufacturer specifically states that re-use is safe).

Distribution of WIC Breast Pumps by a Third Party

- 13.0 Local programs have the option of establishing partnerships with entities such as hospitals, community clinics, or community health nurses, to distribute breast pumps to WIC participants. Such arrangements must be approved by the State agency and meet the criteria below.
 - 13.1. Specific points of contact from both the local agency and the third party will be identified.
 - 13.2. A signed written agreement outlining the responsibilities of each party and the time frame it covers is current and on file.
 - 13.2.1. *Sample Agreements* can be downloaded from the [Breastfeeding Resources for WIC Staff page](#):
 - 13.3. Local programs will provide training to all third-party staff who will be issuing breast pumps.
 - 13.4. A system for obtaining, distributing and tracking breast pumps is in place to prevent fraud or loss.
 - 13.5. Breast pumps purchased with WIC funds are issued only to current WIC participants, by appropriately trained staff.
 - 13.6. All WIC breast pump policies are followed.

Breast Pump Repair / Warranty Service

- 14.0 Breast pumps are covered under warranty for a set time and may be returned to the manufacturer if they are found to be defective or in need of repair after the initial seven-day inspection period but before the warranty period has expired.
 - 14.1 Warranty periods for the pumps are:
 - Medela Lactina & Hygeia EnDeare – 3 years
 - Medela Double Pumping Accessory Kit & Hygeia Personal Accessory Set (PAS) – 90 days
 - Medela Pump-In-Style & Hygeia EnJoye – 1 year
 - Medela Harmony/2-Handed Manual Pump & Hygeia EnHande/2-Handed Manual Pump – 90 days
 - 14.2 All warranty periods start at the date of issuance to the participant, which is determined by the TWIST record.

- 14.3 Notify the BAST Administrative Specialist or State Breast Pump Coordinator when a pump **under warranty** needs repair. The State agency will contact the Customer Service Center of the manufacturer regarding the warranty service and will provide local staff with return instructions. More detailed instructions are in the [Oregon WIC Breast Pump Handbook for Local Agencies](#).
- 14.4 Pumps that need repair that are not on warranty will be evaluated for the cost of repair. Depending on the damage, it may be more cost effective to dispose of the pump and purchase a new pump, rather than pay for an expensive repair. The BAST Administrative Specialist or State Breast Pump Coordinator will assist in making this determination.
- 14.5 While the pump is not in use, change the pump status on the TWIST *Breast Pump Inventory* screen to “Returned to Manufacturer.” See the [TWIST Training Manual](#), Chapter 8, Lesson 104 for further details.
- 14.6 Pumps that are determined to be too damaged to repair will be disposed of by the local program.

Re-use or Sale of Breast Pumps

- 15.0 The re-use or sale of breast pumps is not allowed. Participants may not profit from the sale of any breast pump provided by WIC.
 - 15.1. Multi-user electric breast pumps are loaned to WIC participants and are not to be sold for personal gain. If a pump is not returned, the WIC participant is liable for the cost.
 - 15.2. Personal electric breast pumps are given to WIC participants for their use only. Selling the pump when no longer needed is not permitted.

Disposal / Recycling of Breast Pumps

- 16.0 Breast pumps that are not working, **no longer on warranty**, and unrepairable may be disposed of by the local program. This includes multi-user electric pumps and personal electric pumps that have been returned to the agency.
 - 16.1. If the pump will be disposed of by the local program:
 - 16.1.1. Remove any parts that can be salvaged and reused (case, clips, strap, knobs, etc.), and discard the rest.
 - 16.1.2. When a multi-user electric breast pump is no longer useable, change the pump status on the TWIST *Breast Pump Inventory* screen to “Permanently Out of Service.” See the [TWIST Training Manual](#), Chapter 8, Lesson 104 for further details.
 - 16.2. Breast pumps that are broken and beyond the warranty period may be recycled, rather than discarded, if such service is available in your local area. See the *Oregon WIC Breast Pump Handbook for Local Agencies* for more details:
 - 16.2.1. Do not send broken breast pumps to the State agency for recycling unless directed to do so.

Transfers

- 17.0 Local program staff shall request the return of a multi-user electric breast pump *before* a participant transfers to a different location within the state of Oregon. If the participant does not comply, or if the participant transfers without notifying the agency, staff at the previous agency shall notify the participant's new agency about the unreturned multi-user electric breast pump.
- 17.1. Staff transferring in a participant who has not returned a multi-user electric breast pump loaned to her by the previous agency shall assist with continued breast pump recovery attempts. Recovered pumps are to be returned to the original agency.
- 17.2. Local program staff shall contact the State agency immediately when they learn a participant has transferred out of the local agency with a multi-user electric breast pump. State staff will assist in identifying the participant's new agency.
- 17.3. Local program staff who become aware that a participant who has transferred to Oregon from another state has a multi-user electric breast pump from the previous state, shall attempt to recover that pump and return it to the state where it originated. Contact the State agency for assistance if needed.
- 17.4. Multi-user electric breast pumps are on loan to the participant and are not to be taken out of Oregon. Local staff shall contact the State agency immediately if they learn that a participant has transferred out-of-state without returning a multi-user electric breast pump.
- 17.5. According to federal regulations, local programs cannot withhold or deny WIC benefits, transfer documentation, or other services from a participant who has not returned a breast pump.

Compliance Requirements

- 18.0 Local agency breast pump programs will be monitored onsite every two years as part of the biennial review process.
- 18.1. The reviewer will use a standard set of criteria to evaluate compliance with breast pump policies and procedures around ordering, issuance and tracking.
- 18.2. Further information on review procedure and a copy of the WIC review tool is available on the Oregon WIC website at:
<https://www.oregon.gov/oha/ph/HealthyPeopleFamilies/wic/Pages/wic-coordinator.aspx>

Fiscal Management

- 19.0 All costs for the management of the breast pump program are to be charged to the local WIC NSA grant, including the following:
 - Staff time for management of the pump program
 - Space to store pumps
 - Maintenance and cleaning costs, including shipping fees
 - Participant education
- 19.1 Multi-user electric breast pumps *ordered through the **State** purchasing program* may not be sold to participants, hospital partners, or other entities.

- 19.2 Personal double electric pumps, manual pumps, and double electric accessory kits *ordered through the **State** purchasing program* shall be given to participants free of charge.
- 19.3 Local programs may purchase breast pump supplies and/or breastfeeding aids in addition to the products available through the state purchasing program. These items must follow federal policy guidelines for such expenditures, and costs are to be allocated to the WIC NSA grant.

REFERENCES

1. *Breastfeeding Resources for WIC Staff:*
<https://www.oregon.gov/oha/ph/HealthyPeopleFamilies/wic/Pages/breastfeeding.aspx>
2. *Oregon WIC Breast Pump Handbook for Local Agencies*
<https://www.oregon.gov/oha/ph/HealthyPeopleFamilies/wic/Documents/bf/breast-pump-handbook.pdf>

If you need this in large print or an alternate format, please call 971-673-0040.

This institution is an equal opportunity provider.

POLICY HISTORY

Date	* Revised, Reviewed, Released
10/5/2018	Released

The date located at the top of the policy is the date of the most recent release. Policies are to be implemented on release date and will become compliance findings 6 months from the release date.

***Released:** Significant changes made to policy. Release notes can be found in the corresponding document on the [Policy and Procedure Manual page](#).

Reviewed: The writer looked at this policy to make sure it was still accurate. Formatting changes may have occurred.

Revised: Minor edits or formatting has occurred without need for release. USDA has accepted a policy and watermark is reviewed.

Date of Origin: Date policy was initially released