

The image shows the cover of a spiral-bound notebook. The cover is a light beige or tan color with a fine, woven fabric texture. A silver metal spiral binding is visible along the left edge. The text is centered on the cover in a black, serif font.

# Texas WIC Breast Pump Program\_01

Issuance, Inventory, and Storage of  
Breast Pumps

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# Get “Pumped-up” on IDL



**Texas WIC Breast Pump Program**

# What's the Purpose of the Breast Pump Program

- To enable WIC breastfeeding moms to provide milk to their infants and children when they cannot be together.
- To increase the initiation and duration of breastfeeding in Texas.
- To improve the health of infants by helping women provide the best possible nutrition available — mother's milk.

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Breast pumps are not for  
everyone!

# Prior to issuing a breast pump

- A WIC breastfeeding mom should be evaluated to determine:
  - Her need for a pump
  - And, which pump best fits her needs and is most cost-effective for the WIC program.

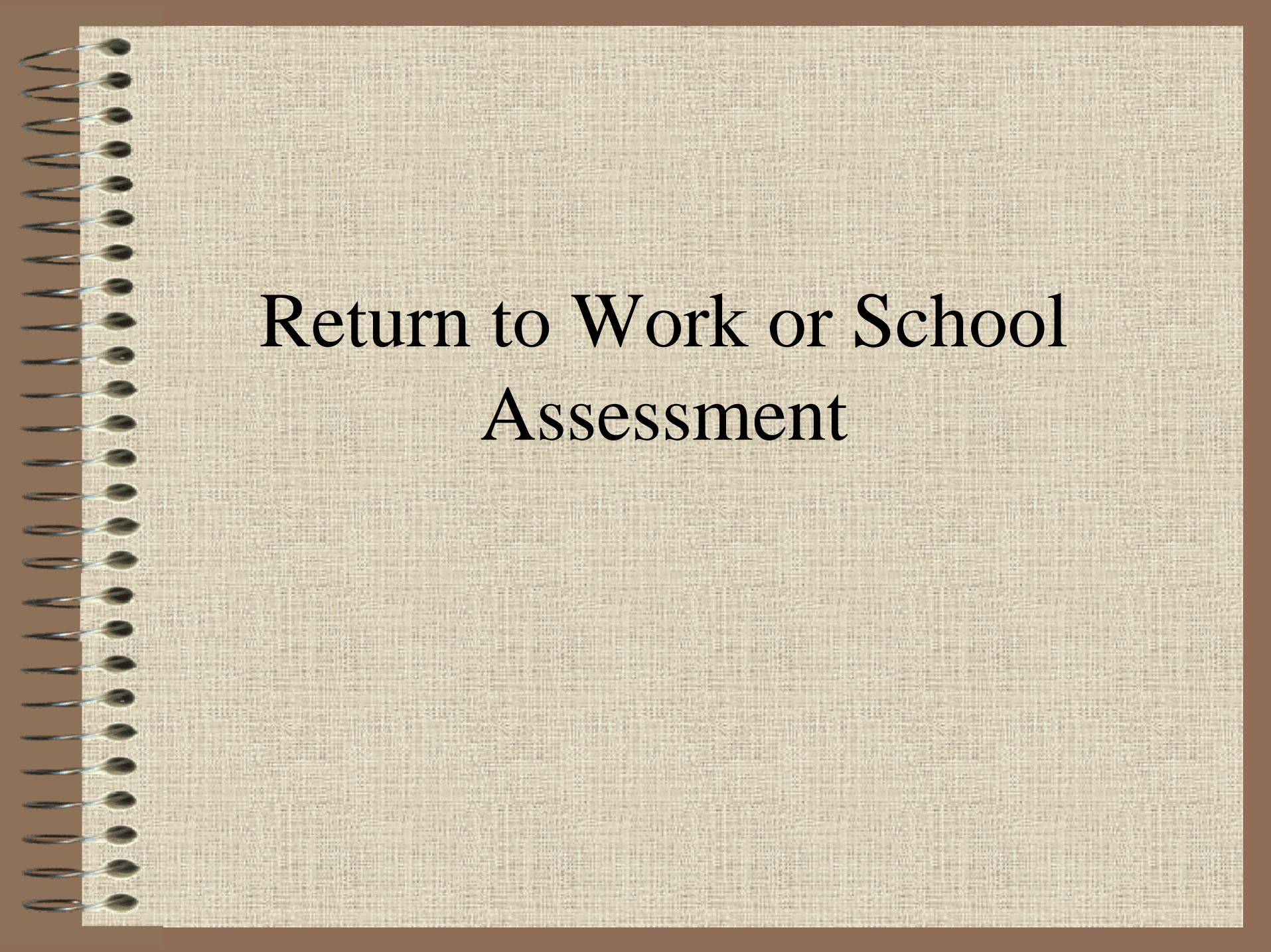
## Issuance for Mother/Baby Separation

- If a WIC participant needs to get a pump because she is separated from her baby (ie baby in NICU), the WIC staff should try to squeeze her in as quickly as possible, preferably within 1-2 working days.
  - The participant does **not** need to be recertified as breastfeeding before they issue a pump.
  - The WIC director can designate additional WIC staff such as peer counselors and clerical staff members to issue pumps, provided the staff receive training.

# Issuance for Mother/Baby Separation

- If a non-WIC mom calls and says needs a pump because she is separated from her baby (ie baby in NICU), the staff should try to squeeze her in as quickly as possible, preferably within 3 working days. Please ask the hospital to work with you and loan her a pump until you can get her in.
- If it is difficult for you to squeeze moms in, talk to your local hospital to see if they would be willing to notify you or have the mom contact you as soon as they know she might need a pump, rather than waiting to call you when she is about to be discharged.



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# Return to Work or School Assessment

# When Should a Single-user Breast Pump be Issued?

- After a mother's milk supply is well established.
- A week or two in advance of the mom's return to work/school, so the mom can pump and store several bottles of milk.

# Who is Eligible for the Purely Yours?

- Can any woman who is returning to work or school get a Purely Yours?

# Who is Eligible for the Purely Yours?

- Does it matter how many days a week she works or how many hours?

# Milk Supply Status?

It takes about 3 to 8 weeks of exclusive breastfeeding for a woman's milk supply to be well established.

# Before issuing a breast pump to a mom find out:

- How long she has been exclusively breastfeeding.
- Her baby's diaper output.
- If she has ever used formula, water or other liquids.
- If she has experienced difficulty with breastfeeding.

# How to Evaluate a Breastfeeding Mom's Need for a Pump

- How long does she want to breastfeed her baby?
- When will she have to return?
- What will her work or school schedule be? (days of the week/hours per day)

# How to Evaluate a Breastfeeding Mom's Need for a Pump

- Is her employer or school supportive of her breastfeeding her baby?
- Will she get breaks and have a private place to pump every day?
- Is her day-care provider supportive of her breastfeeding?

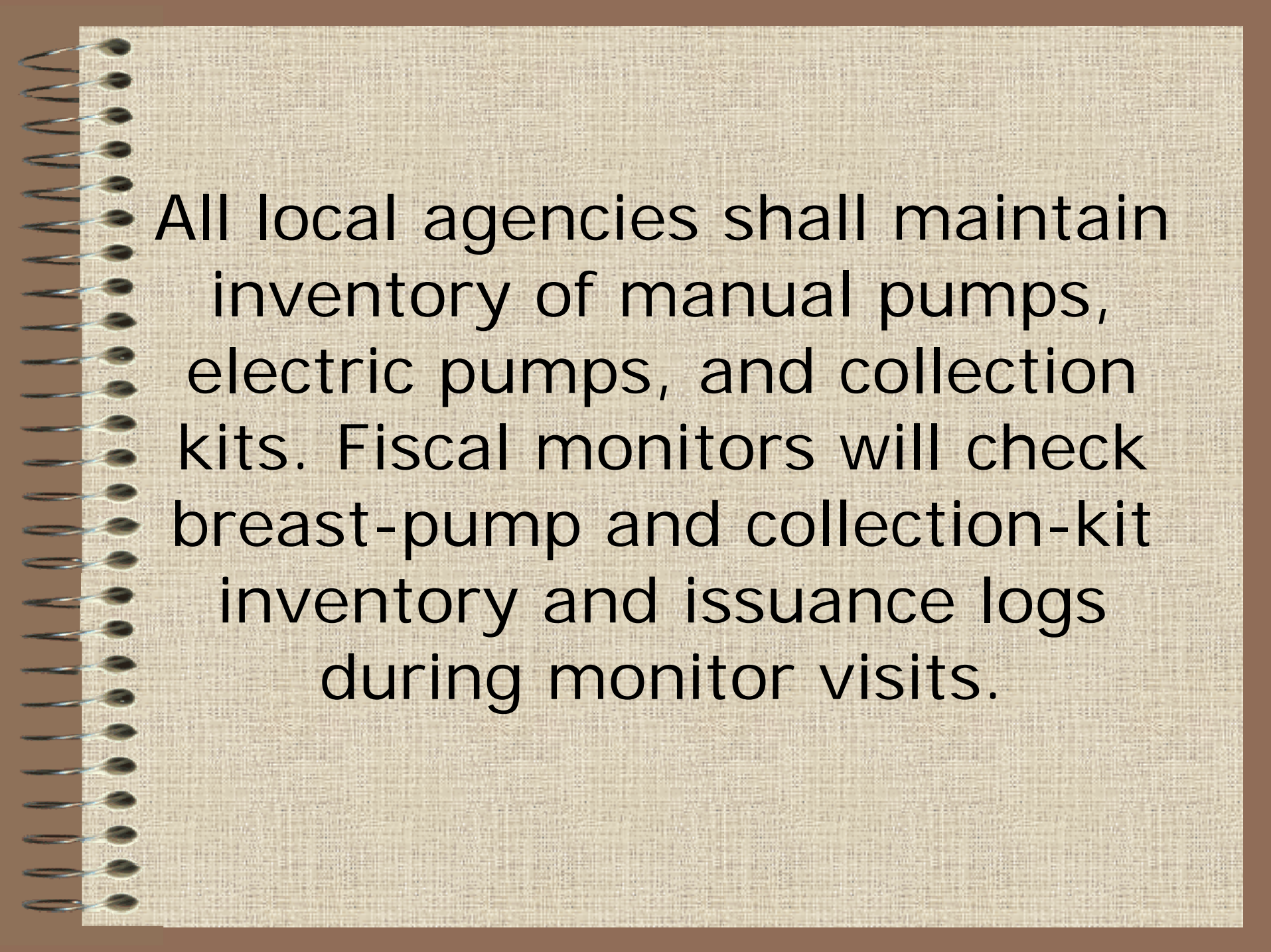


# Where will she be working?

- If she works for a:
  - Daycare or at home
  - Business or corporation
  - Restaurant
  - Department store
  - Factory
  - School
  - Commute

# Where will she store her milk?

- Bottles of milk can be safely stored in an insulated case with ice packs for up to 8 hours, if needed

A spiral-bound notebook with a light-colored, textured cover and a silver metal spiral binding on the left side. The text is printed in a large, black, sans-serif font on the right page of the notebook.

All local agencies shall maintain inventory of manual pumps, electric pumps, and collection kits. Fiscal monitors will check breast-pump and collection-kit inventory and issuance logs during monitor visits.

# Mandatory Forms

- Master Multi Inventory Log
- Issuance and Inventory Logs
- Transfer and Receiving Logs for the Admin Site
- Release Forms
- Return to Work or School Assessment (optional)

# Inventory of Breast Pumps

- Reconcile stock to balance once/month
- Locked storage
  - All breast pumps must be stored in a secure locked location



# WIC Breast Pump Inventory Logs

- The following inventory forms should be available at each clinic site with electric pumps:
  - Master Inventory Log for Multi-user Electric Breast Pumps
  - Collection Kits and Issuance of Multi-user Electric Breast Pumps
  - Single-user Electric Breast Pumps

# Master Inventory Log for Multi-user Electric Breast Pumps

- What do you use this form for?
  - Monthly reconciliation
- What needs to be recorded?
  - Breastpumps' serial number
  - Date received
  - Your initials
  - Date pump permanently removed from inventory
  - Reason codes
  - State notification

# Collection Kits and Issuance of Multi-user Electric Breast Pumps

- What do you use this form for?
  - Issue multi-user Elite breastpump
  - Inventory collection kits
- How often should you reconcile this log?
- What needs to be recorded?



# Manual Breast Pump Inventory Logs

- At least one “WIC Inventory Log for Manual Breast Pumps” or more for the following manual breast pumps:
  - Hollister One-hand Only
  - Medela Harmony Only
  - Medela Spring Express Only
  - Medela Manual (no spring) Only
  - Medela Little Hearts Only

# Transfer and Receiving Logs

- If the local agency has multiple sites with breast pumps the administrative site should also have the following transfer and receiving logs:
- If the local agency has multiple sites with breast pumps the administrative site should also have the following transfer and receiving logs:
  - Multi-user Electric Breast Pumps
  - Collection Kits
  - Single User Electric Breast Pumps
  - Manual Breast Pumps

# Breast Pump/Kit Packaging Discrepancies: Be Sure to Count!

Item	Number of items per box
Hollister Hygieni-kit	4
Hollister One-hand manual	20
Medela Little Hearts manual	10
Medela Spring Express manual	20
Medela Manual (no spring)	20
Medela Harmony manual	20

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# Transferring to Another Site or Local Agency

# How to transfer to another site or LA

1. For the Purely Yours and manual pumps, use the appropriate inventory log.
2. For the Elite multi-user breast pump use the Master Inventory Log for the Multi-user Electric Pump

# Transferring Site or LA

What needs to be recorded:

1. The site and LA name and number of the destination
2. The number of pumps being transferred
3. The new running balance
4. The date the transfer was made
5. The initials of the person completing the transfer

# Receiving Site or LA

What needs to be recorded:

1. The site and LA name and number of the source
2. The number of pumps being received
3. The new running balance
4. The date the transfer was made
5. The initials of the person completing the transfer

If the transfer is between local agencies, the director of each local agency *must* be notified of the transfer.

The state agency does *not* need to be notified of the transfer.



# Transferring Elite Multi-User Electric Pumps

- If a participant is out of her local agency's area, and is in need of a multi-user breast pump, another local agency may issue her the pump and then transfer the pump to the participant's regular local agency.

# Transferring and Receiving between LA's for the Multi-user

- Verify her WIC status
- Issue her the pump
- Fax the Multi-user release form to the receiving LA
- Transferring site: Remove the pump from your Multi-user Breast pump Master Inventory Log
- Receiving site: Enter the pump into your Multi-user Breast pump Master Inventory Log

# Breast Pump Release Forms

–Single User Electric Breast Pump  
Release Form, stock no. WIC-50  
English and WIC-50A Spanish

–Multi-user Electric Breast Pump  
Loan/Release Form, stock no. WIC-51  
English and WIC 51-A Spanish

# Retrieval of Loaned Pumps

- Be sure to check your multi-user kit log frequently to see if pumps are overdue
- After 4 follow up contacts including one letter contact your breastfeeding coordinator or Amanda Hovis at
  - (512) 458-7111 ext. 3411 or [Amanda.Hovis@dshs.state.tx.us](mailto:Amanda.Hovis@dshs.state.tx.us)
  - Document all contacts

# Breast Pump Retrieval

- Can I withhold vouchers from a mom who does not return a multi-user breast pump?

Yes




No

- Can I use a third party like a local sheriff or debt collector to attempt to retrieve a pump?

Yes



No

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All attempts to retrieve pumps  
must comply with applicable  
state and federal fair debt  
collection practices.