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| Texas WIC Health and Human Services Commission |
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Effective June 1, 2021

Policy No. BF:07.0

Issuance of Breast Pumps to a Proxy

Purpose

To enable WIC participants to appoint a proxy to pick up a breast pump in special circumstances.

Authority

7 CFR Part 246.12; USDA FNS Memorandum 99-WIC-73

Policy

To support breastfeeding women, the Local Agency (LA) shall allow a proxy to pick up breast pumps for WIC participants in special circumstances.

Definitions

Proxy – any person 16 years of age or older designated by a WIC participant to obtain a breast pump.

Procedures

- I. A WIC participant can appoint a proxy, age 16 or older, to pick up a breast pump if all of the following conditions are present:
 - A. The WIC participant:
 1. Is currently enrolled in WIC
 2. Has delivered her infant(s)
 3. Is determined eligible for a pump
 - B. The WIC participant's situation must warrant immediate need for a pump (For example, infant is in the NICU and mother states she cannot pick up the pump from WIC).
- II. The WIC participant must designate a proxy in writing.

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- A. The written statement must name the proxy and be signed and dated by the WIC participant.
 - B. The written statement must be scanned and attached to the participant record in the MIS.
 - C. Individuals unable to write may make their mark in lieu of a signature on the written statement.
 - 1. LA staff may assist participants who cannot write with preparation of the written statement; however, another staff member must witness the preparation of the written statement. This option is more helpful to the family if completed at the clinic in advance of a future appointment when it is known that the participant or parent/guardian/caretaker will need a proxy.
 - 2. A third party other than LA staff may also assist the participant or parent/guardian/caretaker in preparation of the written statement. Examples of a third party include but are not limited to, family members and friends.
- III. The proxy must provide identification for himself/herself as well as the participant (refer to **Policy CS:05.0** for acceptable documents for identity). The participant's active enrollment must be verified.
- IV. The following steps must be taken to ensure completion of the *Multi-User Electric Breast Pump Loan Contract* or *Single-User Breast Pump Release Agreement* and to ensure adequate breast pump training.
- A. WIC staff must talk to the mom via the phone and determine that she meets the required conditions listed in Procedure I. A and B.
 - B. The proxy must sign the loan contract or release agreement. Staff must provide a printed or electronic copy to the mother. WIC staff must train the proxy before issuing the pump unless the mother can answer 'yes' to all three of the following questions and does not need additional breast pump training:

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1. Have you already used a milk collection kit for the (vendor name) electric breast pump in the hospital?
 2. Do you know how to take it apart, clean it, and put it back together?
 3. Have you received information about how to store and handle your pumped milk?
- C. If the mother cannot answer 'yes' to the above questions, then WIC staff must train the proxy before issuing the pump.
- D. If the mother cannot be reached, but the proxy has the appropriate documentation, then the WIC staff must have the proxy read each statement on the Multi-User Electric Breast Pump Loan Contract or Single-User Breast Pump Release Agreement. The proxy must acknowledge contract obligations by signing and dating on behalf of the participant.