

# Maine Center for Disease Control and Prevention WIC Nutrition Program

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Policy No. BF-6

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## Provision of Electric Breast Pumps and Loaners

### Authority

7 CFR §246.11(c)(3) and (7)(iv) and §246.14(b)(1)(iii)

22 MRSA §255 and §1951

### Policy

1. Breastfeeding women are eligible to receive an electric breast pump from the WIC local agency based upon identified need.
2. The State Agency shall purchase electric breast pumps for Local Agencies to loan to eligible WIC participants, as funding is available.
3. A Local Agency may accept State Agency-purchased electric breast pumps, choose to purchase electric breast pumps, or if circumstances require, may arrange for rental of an electric breast pump from a State Agency-approved pump rental station.
4. Local Agencies shall ensure that their liability insurance will cover the loaning of electric breast pumps.
5. The Local Agency Breastfeeding Coordinator shall oversee the issuing of electric breast pumps and educating participants regarding pump assembly, use and cleaning of the electric pump.
6. WIC benefits shall not be withheld if an electric breast pump is not returned.

### Procedures

1. Situations justifying the rental or loaning of an electric breast pump include, but are not limited to:
  - 1.1. Separation of mother and baby (baby in NICU, mom returning to work or school)
  - 1.2. Inability to nurse due to either mother's or baby's medical condition
  - 1.3. Multiple births
  - 1.4. Establishment of milk supply for adoptive mother
  - 1.5. Inadequate milk supply

- 1.6. Participants with latch difficulties who are dedicated to taking the time and energy required to pump exclusively, such as:
  - 1.6.1. Psychological
  - 1.6.2. Severe breast trauma when breastfeeding was previously attempted
  - 1.6.3. Nipple confusion
  - 1.6.4. Baby's medical condition (e.g. cleft palate, tongue tied, etc)
2. Local Agency staff shall screen requests for loaner or rental electric breast pumps.
  - 2.1. Establish participant meets criteria for receiving electric breast pump
  - 2.2. If criteria for an electric breast pump is met and the Local Agency has pumps available, they shall be loaned out
  - 2.3. If no loaner pumps are available or if pump is requested outside of clinic hours, a rental may be authorized.
    - 2.3.1. If a loaner pump becomes available while a participant is renting a pump from a vendor, the Local Agency shall instruct the participant to return the rental after one (1) month and issue the loaner pump, if assessment determines an electric pump is still needed.
  - 2.4. If a participant is given a loaner pump and does not feel it is working effectively for her, the Local Agency can authorize a rental pump after appropriate assessment.
3. The Local Agency breastfeeding coordinator or designee shall use the following procedure when loaning or authorizing rental of an electric breast pump to a client:
  - 3.1. Using the appropriate Electric Breast Pump Agreement Form (rental or loaner), the Local Agency staff who authorized the rental or loan of the electric breast pump shall read the agreement with the participant and ask her to sign the form. The authorizing staff must also sign the agreement. See Appendix BF-6-A *Electric Breast Pump Rental Form* and Appendix BF-6-B *Loaner Pump Agreement Form*.
    - 3.1.1. When authorizing a loaner breastpump for a participant that is a minor (under the age of eighteen years old) staff shall inquire if another person over the age of eighteen years old is available to assume responsibility and sign the agreement in addition to the participant. Staff shall print the additional person's name, provide a phone number and obtain the signature.
    - 3.1.2. If there is not a person available who can assume responsibility for the loaner breastpump, staff shall issue the loaner pump.
  - 3.2. Send the signed Electric Breast Pump Rental Agreement Form to the vendor for proper documentation if using an outside vendor. This documentation shall be

created even in cases where an outside vendor calls and receives verbal approval to rent the electric breast pump.

- 3.3. Give the name and phone number of the authorizing Local Agency staff to the outside vendor to call if the participant needs help.
- 3.4. Inform the participant that she shall receive follow-up phone calls regarding the continued use of the breast pump.
- 3.5. Document approval of breastpump loan or rental in participant's electronic record:
  - 3.5.1. Create an alert
  - 3.5.2. Copy alert into a general note
  - 3.5.3. Scan signed breastpump agreement form into scanned documents section of record
  - 3.5.4. Document in local agency breast pump log
- 3.6. Document all follow-up contacts (or attempted follow-up contacts) in the participant's electronic record including continued need for the use of breast pump and frequency of usage.
  - 3.6.1. Call participants who have been provided with a loaner or rental electric pump at least every two (2) weeks to provide breastfeeding support and to see if there is continued need for the pump.
  - 3.6.2. If the pump is in use for  $\geq$  three (3) months, loaned or rented pumps shall be reviewed monthly to determine if need still exists.
4. It is recommended that when a breastfeeding dyad with complications is identified, follow up phone contact should be made within forty-eight (48) hours. More frequent weight checks and/ or follow up contacts for the dyad with complications shall be completed.
5. Local Agency staff shall ask the following questions to evaluate continued need for the breast pump and document responses in the participant's electronic record:
  - 5.1. How many times a day are you using the breast pump? If need is only one time a day, would a manual pump meet the need?
  - 5.2. How many days a week are you using the breast pump?
  - 5.3. How much milk are you expressing at each use?
  - 5.4. How much infant formula are you supplementing with each day?
6. When evaluating continued need for the breast pump, staff shall consider if the return of a breast pump will mean the difference between a successful breastfeeding experience and stopping.

7. The Local Agency staff who authorized the loaning of an electric breast pump for a less frequent pumping need shall inform the breastfeeding participant that staff may request the pump to be returned for use by a participant with a greater need.
8. Collection kits may be provided to breastfeeding mothers for use with an electric pump. Due to the potential for cross-contamination these kits are not to be returned to the Local Agency for reuse.
9. The Local Agency staff shall ensure that a participant:
  - 9.1. Is able to demonstrate assembly and dismantling of the pump.
  - 9.2. Is able to identify proper storage methods of breast milk following pumping.
  - 9.3. Is provided appropriate educational materials, in print form and/or on the internet.
  - 9.4. Knows to discontinue use of the pump at the first sign of discomfort and call the Local Agency for assistance.
10. Education on the use of loaner pumps shall be documented on Appendix BF-6-B Loaner Pump Agreement Form.
11. Document return of breastpump loan or rental in participant's electronic record:
  - 11.1. Create an alert which includes documentation of date breastpump returned
    - 11.1.1. Leave alert in record for three (3) months after return for SA staff invoice processing purposes.
  - 11.2. Copy alert into a general note
  - 11.3. Scan breastpump agreement form with staff signature verifying return of breastpump or hospital return receipt into participant's electronic record.
  - 11.4. Document in local agency breastpump log
12. The Local Agency staff shall maintain an up-to-date spreadsheet of loaned pumps and pump rentals. This includes participant name, ID number, vendor name for rentals, reason pump requested, date approved, end date and the stop payment date if applicable for each pump.
13. The Local Agency staff shall fax or email the State Agency an updated spreadsheet of pump rentals on a monthly basis.
  - 13.1. If emailing the State Agency an updated spreadsheet that includes participant names it must be password protected.
  - 13.2. Agencies with large numbers of electric breast pump rentals should consider faxing information to the State office twice a month.
14. Local Agencies shall maintain an up-to-date list of local breast pump vendors. The State breastfeeding coordinator shall maintain a statewide list of breast pump vendors.

15. The Local Agency Breastfeeding Coordinator shall know the rental practices of the vendors in her area. Arrangements for the rental of electric breast pumps shall be made with vendors recognized by the Maine CDC WIC Nutrition Program office.
16. If the vendor does not provide instruction on the use of the breast pump, trained Local Agency staff shall provide the participant with instruction on its use. Local Agency staff shall also provide the participant with an appropriate referral contact such as La Leche League, a lactation consultant or home visiting programs if problems arise with the use of the pump.
17. Except in rare cases, the maximum supplemental issuance of formula along with a loaner electric breastpump is one (1) can of powdered infant formula for the first month of the baby's life and two (2) cans powdered infant formula thereafter.
18. The period of time the breast pump is loaned or rented shall be individualized and monitored.
  - 18.1. Maine CDC WIC Nutrition Program shall not cover any electric breast pump rental past the child's first birthday.
  - 18.2. The standard amount of time for allowing the use of a WIC loaner breastpump is up to the child's first birthday.
  - 18.3. Exceptions may be made to allow the extension of a WIC loaner breastpump beyond the child's first birthday
    - 18.3.1. Examples of qualifying circumstances include but are not limited to medical conditions, child not tolerating other foods, severe food allergies or extended periods of separation.
    - 18.3.2. Staff must address these situations on a case by case basis and document the need in the participant's electronic file.
    - 18.3.3. Communicate to mom that if a higher need for a loaner pump arises, she would be required to return it right away.
    - 18.3.4. Maintain consistent follow up with participant.
    - 18.3.5. Tailor the food prescription to meet the nutrition needs of the child.
    - 18.3.6. Schedule return of the loaner breastpump prior to when the child turns eighteen (18) months.
19. When it has been deemed that the Maine CDC WIC Nutrition Program shall no longer pay for rental of an electric breast pump or authorize a loaner breastpump, the local agency breastfeeding coordinator or designee shall:
  - 19.1. Call the participant to let her know the date the pump needs to be returned and reason(s) why;

- 19.2. Complete the *Electric Breast Pump Stop Payment Form* (see AppendixBF-6-C) or send the participant a letter specifying a date of return for the breastpump, and reason why the breastpump loaner or rental is no longer authorized.
- 19.3. If the breastpump is a rental pump:
  - 19.3.1. Fax the *Electric Breast Pump Stop Payment Form* to the vendor;
  - 19.3.2. Mail a copy of the *Electric Breast Pump Stop Payment* form to the participant, and
  - 19.3.3. Scan one copy into the participant's electronic record.
20. Local agencies are to adhere to the following process prior to referring a suspected case of participant fraud to the state agency:
  - 20.1. After a minimum of four (4) attempted contacts or a missed appointment, send agency pump letter or electric breastpump stop payment form;
  - 20.2. If participant does not respond to correspondence in one week, send standard state EBP certified letter (see AppendixBF-6-D);
  - 20.3. All mailed correspondence must be scanned into the participant's electronic record.
  - 20.4. If the breastpump is not returned to the agency within two (2) weeks from the date the certified letter was mailed, or the certified letter comes back as unclaimed, send an email to the State Agency Breastfeeding Coordinator; include the participant ID number, and the request for referral to the DHHS Fraud Recovery Unit.
21. Local agencies with loaner electric breastpumps shall follow these minimum guidelines for the purpose of inventory control:
  - 21.1. Maintain updated physical inventory document which includes serial and state asset tag numbers for all pumps.
  - 21.2. All pumps and accessories shall be stored in an area or cabinet that can be locked when staff members are not present;
  - 21.3. The Local Agency Breastfeeding Coordinator shall identify staff members responsible for cleaning and disinfecting breast pumps;
  - 21.4. When a pump is returned, it shall be cleaned based on manufacturer recommendations and tested for any problems;
  - 21.5. When issues with loaner electric breast pumps arise, local agency staff are responsible for:

21.5.1. Trouble shooting pump problems

21.5.2. Discussing damaged pumps with manufacturer directly

21.5.3. Sending damaged pumps directly to manufacturer to be replaced or for repair after approval of an estimate by the State Agency

21.5.4. Make the State Agency aware of damaged or defective pumps