

# Maine Center for Disease Control and Prevention WIC Nutrition Program

Effective: October 1, 2011

Policy No. BFPC-4

Revised: August 1, 2015

## Compensation, Reimbursement, and Allowable Costs for Peer Counselors

### Authority

7 CFR §3016

OMB Circular A-122

22 MRSA §255 and §1951

10-144 CMR Chapter 286, §II.J.8

USDA All States Memorandum 04-27, "Breastfeeding Peer Counseling Grants/Training"  
(April 8, 2004)

### Policy

1. Local Agencies establishing a WIC Breastfeeding Peer Counselor/Mom to Mom Program shall offer peer counselors, at a minimum, the prevailing minimum wage.
2. Breastfeeding peer counselors shall be paid as hourly WIC staff members.
3. Breastfeeding peer counselor supervisors shall train peer counselors on the reimbursement procedure for job-related expenses.
4. Local Agencies participating in the WIC Breastfeeding Peer Counselor/Mom to Mom Program shall use program funds for allowable costs.

### Procedures

1. Local Agency staff acting as breastfeeding peer counselors, peer counselor supervisors, or administrators in the WIC Breastfeeding Peer Counselor/Mom to Mom Program shall keep track of their hours on a daily basis to ensure that WIC and breastfeeding peer counselor program activities are billed separately.
2. Local Agencies shall reimburse breastfeeding peer counselors for expenses related to job duties that include, but are not limited to:
  - 2.1 Mileage to and from meetings
  - 2.2 Training registrations
  - 2.3 Other authorized expenses required to meet the expectations of their job duties

3. Breastfeeding peer counselors may be reimbursed as:
  - 3.1 Local Agency employees
  - 3.2 Contracted services
4. Staff shall request reimbursement by reporting costs incurred in administering the WIC Breastfeeding Peer Counselor/Mom to Mom Program as a separate line item in monthly reports and when submitting their reimbursement forms to the State Agency. For additional information, see Financial Report (Appendix BFPC-4-A) and *Policy No. FM-7, State and Local Agency Access to Funds*.
5. Allowable costs in the WIC Breastfeeding Peer Counselor/Mom to Mom Program shall include:
  - 5.1 **Staff salary and fringe benefits:** Appropriate portions of salaries and fringe benefits of WIC staff providing supervision to peer counselors.
  - 5.2 **Salary and fringe benefits for peer counselors:** Appropriate portions of salaries and fringe benefits of peer counselors.
  - 5.3 **Recruitment:** Expenses associated with recruitment of peer counselors.
  - 5.4 **Supplies:** Expenses for items such as binders for peer counselors to organize and/or document contacts, demonstration and/or teaching aids, cell phone usage, and office supplies to be used for the program.
  - 5.5 **Travel:** Expenses for peers to attend conferences and/or breastfeeding trainings. Expenses for administrative costs associated with peer counselors attending training and/or meetings related to the breastfeeding peer counselor program.
  - 5.6 **Training:** Expenses associated with training peer counselors and educational resources.
  - 5.7 **Space Rental:** Expenses associated with providing work space in the clinic for peer counselors.
  - 5.8 **Promotional materials:** Expenses associated with producing and distributing handouts to educate WIC participants about the peer counseling program or costs used to purchase shirts that identify staff as peer counselors. However, educational materials to promote breastfeeding are to be paid out of state or local breastfeeding funds. These funds are primarily to be used to provide breastfeeding support services through peer counseling to WIC participants, not simply to purchase items and materials. For more information see BFPC Allowable Costs (Appendix BFPC-4-B).

6. Costs that are **unallowable** for the WIC Breastfeeding Peer Counselor/Mom to Mom Program include:
  - 6.1 **Childcare:** Costs associated with providing childcare while the peer counselor is in training or providing services to WIC participants.
  - 6.2 **Discharge bags:** The intent of the funds is to enhance WIC breastfeeding support services to WIC participants through peer counseling, not to distribute items and materials to WIC participants. The peer counselor may distribute such items, but program funds may not be used to develop and distribute materials.
  - 6.3 For **other unallowable costs**, refer to BFPC Allowable Costs (Appendix BFPC-4-B) for additional detail.