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**Subject: Breastfeeding Peer Counselor Program**

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Effective Date: October 1, 2016

Revised From: October 1, 2014

**Policy:** WIC clinics are encouraged to implement Breastfeeding Peer Counselor Programs (BFPC Programs) to enhance the promotion and support of breastfeeding. WIC clinics may apply annually for breastfeeding peer counselor program grants (separate from and in addition to Nutrition Services and Administration [NSA] funding.) Grants are awarded based on funding availability.

**Procedure:**

1. Breastfeeding Peer Counselors (BFPC) should be previous or current WIC participants and should have breastfed for at least six months. Exceptions must be approved by the State Agency (SA.) See [BFPC Job Duties](#) for additional information.
2. A BFPC's hourly compensation is recommended to be equal to or greater than the wages paid to a WIC clerk on staff.
3. All BFPC's must complete the Kansas Breastfeeding Peer Counseling Training Program and also the breastfeeding training, which is required for all new WIC staff, to be considered for the BFPC position. BFPC's who were educated through other programs shall seek approval from the SA to be considered for the role of BFPC.
4. All BFPC's must participate in annual continuing education, designated by the SA, attend local WIC clinic and health department staff meetings, and participate in every-other-month BFPC conference calls, conducted by the State BFPC Program Coordinator. BFPC's and BFPC supervisors are encouraged to participate in additional breastfeeding educational conferences and trainings.
5. BFPC supervisors should have specialized training in lactation management, such as Certified Breastfeeding Educator (CBE), Certified Lactation Educator (CLE) or International Board Certified Lactation Consultant (IBCLC) certification, and must also complete the Kansas Breastfeeding Peer Counseling Training Program.
6. BFPC's must refer clients with breastfeeding problems to a WIC R.N. or R.D., trained in breastfeeding management, or an IBCLC. WIC clinics with BFPC programs must designate a breastfeeding expert, such as an IBCLC or a La Leche League Leader, to accept referrals of breastfeeding concerns, questions and problems that the WIC clinic staff does not feel qualified to resolve.
7. BFPC training is offered through training modules on KS TRAIN. BFPC Supervisors are responsible for overseeing and confirming the training process of the new BFPC. BFPC Supervisors should contact the SA through [wicstaffchange@kdheks.gov](mailto:wicstaffchange@kdheks.gov) to request training information, supplemental materials for KS TRAIN modules and KWIC training databases. All new BFPC's are required to shadow an established BFPC for one-half day, as part of their completion of BFPC statewide training.

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- 8. Referrals from other WIC staff members to the BFPC should be documented on the referrals window in KWIC. Documentation is completed in KWIC on the BFPC Summary windows. BFPC’s are provided with the KWIC Breastfeeding Peer Counselor Security Access.
- 9. BFPC supervisors must submit quarterly reports. See the [Quarterly Activity Report](#) in the Forms Section of the PPM. All reports submitted beyond 30 days of deadline will be notified of delinquency. All LA’s with reports delayed beyond 60 days past deadline may have funds withheld until receipt of quarterly report. The evaluation portion of the quarterly report is submitted only for the second quarter of the fiscal year.

Submission must be completed as follows: (When the deadline falls on a weekend, the Quarterly Report is due the following business day)

<b>Quarter</b>	<b>Submission Deadline</b>
(1 <sup>st</sup> ) October, November, December (1 <sup>st</sup> page of quarterly report only)	January 20
(2 <sup>nd</sup> ) January, February, March (all pages quarterly report – include evaluation)	April 20
(3 <sup>rd</sup> ) April, May, June (1 <sup>st</sup> page of quarterly report only)	July 20
(4 <sup>th</sup> ) July, August, September (1 <sup>st</sup> page of quarterly report only)	October 20

- 10. Each BFPC Program shall have an on-site visit management evaluation conducted in conjunction with the WIC clinic’s biennial management evaluation.