

Breastfeeding Peer Counseling Time Study Procedure

A. Purpose of the Procedure

To document time spent by WIC staff on Breastfeeding Peer Counseling (BFPC) Program activities to support funding justification and program evaluation.

All BFPC hours are required to be tracked independently from regular WIC time studies because the BFPC Program is funded separately from Nutrition Services and Administration (NSA) funds. While NSA may be used for approved BFPC time and activities, all BFPC funds must be exhausted prior to utilizing NSA. Since BFPC staffing patterns fluctuate, BFPC hours may not be assumed or averaged. Agencies must maintain documentation in the form of a Peer Counseling Time Study that clearly shows actual BFPC hours worked and must align with allowable BFPC activities. The Peer Counseling Time Study must be completed monthly until notified otherwise by the State Agency.

BFPC Program activities may be funded through either WIC BFPC funds or WIC NSA funds. To accurately reflect the total time required to support the BFPC Program, all time spent on BFPC Program activities must be documented on this WIC Breastfeeding Peer Counseling Time Study Report form – regardless of the funding source used to pay for that time.

B. Scope of the Procedure

This procedure applies to all WIC staff whose positions are funded (either partially or fully) through the WIC BFPC funds including Breastfeeding Peer Counselors (BFPCs), Breastfeeding Peer Counseling Coordinators (BFPC Coordinators), Designated Breastfeeding Experts (DBEs), and any other WIC staff completing allowable BFPC work and paid with WIC BFPC funds.

Fiscal budgeting and claim processes are not covered in this procedure. For guidance on fiscal budgeting and claiming refer to the *Breastfeeding Peer Counseling IowaGrants.gov Reporting and Fiscal Forecasting* document found on the WIC web portal on the Breastfeeding Peer Counseling Resources page. For questions regarding fiscal or claiming processes, contact the State Contract and Financial Specialist.

C. General Procedure

WIC staff who are involved in BFPC activities must record the daily time dedicated to the BFPC Program on the WIC Breastfeeding Peer Counseling Time Study Report, attached, and found on the WIC web portal in the Nutrition Services Forms section.

Only time spent on allowable BFPC Program activities should be reported on the WIC Breastfeeding Peer Counseling Time Study Report form. For example, BFPC Coordinators must only include time for BFPC Program activities, not general WIC breastfeeding activities. DBEs must only report time on DBE referrals from BFPCs, not time spent on DBE referrals from other WIC staff.

The WIC Breastfeeding Peer Counseling Time Study Report form must be completed monthly and include staff name, job title, month/year, time spent on BFPC tasks each day (specify minutes or hours), description of daily tasks completed, total monthly time spent on BFPC tasks and signature with date of both the staff and supervisor/authorized personnel.

Task description examples include, but are not limited to:

Peer Counselors (indicate task letter or name under Task Description):

- A. Client time (contacting clients, documenting contacts, etc.)
- B. Non-client time (BFPC meetings, talking with BFPC Coordinator/DBE, continuing education, etc.)

BFPC Coordinators (indicate task number or name under Task Description):

1. Assigning BFPC caseload
2. BFPC caseload monitoring
3. BFPC documentation review
4. BFPC observation
5. BFPC meeting preparation
6. BFPC meeting
7. BFPC training
8. BFPC mentoring
9. Breastfeeding Awards of Excellence (BFAE) application preparation
10. Other (specify activity)

DBEs:

- DBE referral from BFPC (time spent on yields/referrals from BFPCs including contacting the client, documenting, and following up with the BFPC)

When time is split between multiple tasks, record the total time in the “Time” column and provide a breakdown in the “Task Description” column. For example, enter 120 minutes under “Time” and “60 minutes client contacts, 60 minutes BFPC meeting” under “Task Description”.

Local agencies must upload the WIC Breastfeeding Peer Counseling Time Study Report form for each staff person on a monthly basis through Progress Reports in IowaGrants.gov. The report is due for the month prior within 45 days after the last day of the month. For example, the March 2026 report is due May 15, 2026.

This procedure is effective March 1, 2026.

WIC Breastfeeding Peer Counseling Time Study Report

Employee: _____ Job Title: _____ Month/Year: _____

Record the daily time dedicated to the WIC Breastfeeding Peer Counseling (BFPC) Program.

Date	Time Spent (Hours or Minutes)	Task Description
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
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23		
24		
25		
26		
27		
28		
29		
30		
31		
Total		

I hereby certify that the number of hours worked and shown above are true and correct to the best of my knowledge.

Employee signature and date

Supervisor or authorized personnel signature and date
