

Women with Breastfeeding Category Changes

A. PURPOSE OF PROCEDURE:

Breastfeeding information must be collected and updated at every WIC contact. When the breastfeeding category changes the following steps must be completed to successfully document the information.

B. SCOPE OF THE PROCEDURE:

To assure staff know how to change a woman's participant category based on changes in her infants breastfeeding status the following steps will be followed.

C. GENERAL PROCEDURE:

If a woman stops breastfeeding before 6 months postpartum:

1. Create a new nutrition interview for the infant and respond "No" to the question, "Is the infant currently breastfeeding?"
2. The nutrition interview questions will change from Nutrition Practices Breastfeeding to Not Breastfeeding.
3. Change the breastfeeding description field to No Longer BF, (A "No Longer BF" response will generate a pop up asking permission to automatically change the participant category for the breastfeeding mother to not breastfeeding. Click "Yes") and answer all applicable breastfeeding questions.
4. Update the infant's food package as appropriate and the mother's food package for the first day of the next month.

A woman stops breastfeeding after 6 months postpartum and was Fully Breastfeeding or Partially Breastfeeding within Range (< ½ formula food package):

1. Create a new nutrition interview for the infant and respond "No" to the questions, "Is the infant currently breastfeeding?" The nutrition interview questions will change from Nutrition Practices Breastfeeding to Not Breastfeeding.
2. Change the breastfeeding description field to No Longer BF (A "No Longer BF" response will generate a popup indicating that the Breastfeeding woman associated with the infant will be automatically terminated. Click "Yes") and answer all applicable breastfeeding questions.
3. Update the infant's food packages as appropriate.
4. Do not issue any new benefits to the mother and remove any current and future benefits that were already issued.

5. Go to the woman's certification panel and select "Edit" to change the termination effective date to today's date. Click Save.

A woman stops breastfeeding after 6 months postpartum and was Partially Breastfeeding Out of Range (> ½ formula food package):

1. Create a new nutrition interview for the infant and respond "No" to the questions, "Is the infant currently breastfeeding?" The nutrition interview questions will change from Nutrition Practices Breastfeeding to Not Breastfeeding.
2. Change the breastfeeding description field to No Longer BF (A "No Longer BF" response will generate a popup indicating that the Breastfeeding woman associated with the infant will be automatically terminated. Click "Yes") and answer all applicable breastfeeding questions.
3. Update the infant's food packages as appropriate.
4. Since mom was previously no longer eligible for food benefits, then she is not eligible to receive one last month of benefits. Do not issue any new or future benefits to the mother.
5. Go to the woman's certification panel and select "Edit" to change the termination effective date to today's date. Click Save.

A woman previously certified as not breastfeeding returns as breastfeeding before 6 months postpartum:

1. Create a new nutrition interview for the infant, and select the Change BF info button.
2. The button will trigger a pop-up box indicating that the interview questions will change from not breastfeeding to breastfeeding.
3. Select yes to the pop-up.
4. Answer all applicable breastfeeding questions and change the breastfeeding description field. 🗄️ Access the certification panel and create a new termination record for the mother with an effective date of today and the reason "New Application Required". Click Save.
5. Under the application panel select New to create a new application.
6. Access the participant category panel and create a new category record (breastfeeding) for the participant.
7. Continue the certification process for the mother.
8. Update infant's and mother's food package as appropriate.