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. Go to the infant's breastfeeding panel and add a new row. Select the date mom says baby stopped breastfeeding as the Start Date.
2. Choose "No Longer BF" as the Description. The system will give you a pop up that says "Are you sure you want to continue with the automatic participant category update for the breastfeeding woman associated with the infant?" Select "Yes."
3. Select the BF Change Reason that closest matches the reason Mom says they are no longer breastfeeding.
4. Select "Nothing, Rarely or Regularly" from the drop-down boxes for how often the infant gets Formula and Foods.
5. Update the infant's food package as appropriate and the mother's food package for the first day of the next month if she's already received a food package for the current month, otherwise use today's date.

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

1. Go to the infant's breastfeeding panel and add a new row. Select the date mom says baby stopped breastfeeding as the Start Date.
2. Choose "No Longer BF" as the Description. The system will give you a pop up that says "Are you sure you want to continue with the automatic termination of the certification for the breastfeeding woman that is associated with the infant?" Select "Yes."
3. Select the BF Change Reason that closest matches the reason Mom says they are no longer breastfeeding.
4. Select "Nothing, Rarely or Regularly" from the drop-down boxes for how often the infant gets Formula and Foods.

5. Update the infant's food packages as appropriate.
6. Do not issue any new benefits to the mother and remove any current and future benefits that were already issued.
7. Go to the woman's certification panel and select "Edit" to change the termination effective date to today's date, print a termination notice to give to her, document that this was done in her record and click "Save".

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

1. Go to the infant's breastfeeding panel and add a new row. Select the date mom says baby stopped breastfeeding as the Start Date.
2. Choose "No Longer BF" as the Description. The system will give you a pop up that says "Are you sure you want to continue with the automatic termination of the certification for the breastfeeding woman that is associated with the infant?" Select "Yes."
3. Select the BF Change Reason that closest matches the reason Mom says they are no longer breastfeeding.
4. Select "Nothing, Rarely or Regularly" from the drop-down boxes for how often the infant gets Formula and Foods.
5. Update the infant's food packages as appropriate.
6. Since mom was previously no longer receiving food benefits, there are no benefits to remove..
7. Go to the woman's certification panel and select "Edit" to change the termination effective date to today's date print a termination notice to give to her, document that this was done in her record and click "Save".

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

1. Go to the infant's breastfeeding panel and add a new row. Select the date mom says they started breastfeeding again.
2. Update the Description, BF Change Reason and Formula and Foods columns for how often baby gets those things.
3. Create a new Nutrition Interview for the infant and assess, discuss and record the situation as appropriate.
4. Access the certification panel for mom and create a new termination record with an effective date of today and the reason "New Application Required." Click Save.
5. Under the application panel for mom, select "New" to create a new application.
6. Access the participant category panel for mom and create a new category record for breastfeeding.
7. Continue the certification process for the mother.
8. Update infant's and mother's food package as appropriate.