

## Teaching Session Checklist For Remote Issuance

1. Praise the participant for their effort to breastfeed (or provide breast milk to) their baby. Breast milk should be promoted as the safest food source and all parents should be supported to initiate and continue to breastfeed.
2. Discuss the breastfeeding supply to be issued.
  - How to assemble the supply, if applicable
  - How to use the supply
  - How to disassemble the supply, if applicable
  - How to clean the supply
3. Provide participant education to ensure successful pumping
  - Review strategies for successful pumping
  - Be sure the participant knows how to hand express her breast milk
  - Review storage and handling of expressed breast milk
  - How to determine the correct flange size
  - What to do if the supply is broken or not working right
4. Complete the breast pump issuance in Crossroads
  - Review the “Breastfeeding Supplies Release of Liability and Loan Agreement” form. The staff member may either:
    - Print and sign the “Breastfeeding Supplies Release of Liability and Loan Agreement” for the participant. The document should be scanned into Crossroads as soon as possible.
    - The staff member may document in the family care plan that each required section the “Breastfeeding Supplies Release of Liability and Loan Agreement” was reviewed with the participant.
5. Provide the following documents with the breast pump
  - “Breastfeeding Supplies Release of Liability and Loan Agreement”
  - “Storage and Preparation of Breast Milk”
6. Provide a phone number to call for help or questions
7. Follow the local agency procedure for the delivery of breast pumps to the participant after remote issuance
8. The staff member should adhere to the NC WIC Program Manual (Chapter 9: Section 5 [pg 14-15]) for all required procedures for follow-up.