

Ordering and Receiving Breast Pumps, Pump Kits and Breast Pump Supplies

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Policy

All breast pumps and supplies must be ordered through the state WIC office. Local Agency must maintain a six-month inventory of pumps and supplies.

Purpose

To enable participants with special circumstances to initiate breastfeeding and increase the duration of breastfeeding creating a positive breastfeeding culture throughout the state of Georgia.

Procedures

- I. Submit the completed [Georgia WIC Program Breast Pump and Accessory Order Form: Medela](#), with justification and current inventory for each item requested, to the state breastfeeding unit at: GAWIC.Breastfeeding@dph.ga.gov by January 1, April 1, July 1 and October 1. If pumps and supplies are not needed, then a submission is not needed for that quarter.
- II. When the order is received, the local agency must verify the order within three business days. Check the order requisition against the packing slip to ensure that all supplies requisitioned were received.
 - A. If the order is correct and complete, write the word “received” on the packing slip; sign and date the packing slip; scan and email the packing slip to: GAWIC.Breastfeeding@dph.ga.gov or fax to the SWO *attention: Breastfeeding Unit*.
 - B. If the order is not correct or incomplete, write the word “incomplete” on the packing slip; sign and date the packing slip; scan and email, or fax, to GAWIC.Breastfeeding@dph.ga.gov informing them of the incorrect shipment.

Authority

7 CFR § 246.14

Definitions/Supporting Information

(None)