

STATE OF ALASKA

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC ASSISTANCE

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Reply to: **All Local Agencies Memorandum No-08-11**

Date: May 28, 2008

TO: X-LA WIC Coordinators
X-Satellites

FROM: Kathleen Wayne
State WIC Director

SUBJECT: Policy on Time Keeping for Breastfeeding Peer Counseling (BFPC)

Information- X

Policy- X

Action- Immediately

Routine (email and hard copy) - X

Urgent (fax and hard copy)-

During the 2007 State Technical Assistance review (STAR) it was found that breastfeeding peer counselors were also doing CPA functions without positive time keeping. When WIC staff perform functions attributable to different grant sources, a daily time record is required to distinguish the amount of time that should be charged to each funding source.

Local agencies need to maintain daily time records for grant funded breastfeeding peer counselors who also provide general WIC services as WIC CPAs. This is necessary to break out the costs to allocate to the appropriate grant.

If you have questions or concerns regarding this policy, please contact Dana Kent.