

BREASTFEEDING COORDINATOR (BFC) ORIENTATION AND TRAINING

Important Contacts:

What?	Who?	Title	Contact Info
IBCLC state-level questions, BF policies, website, OA grant-funded trainings, LC contractors, BF workgroup, BF Connections, LMS trainings, BF Supporters of Color.	Dionne Moore-Smith	State BF Coordinator	MooreSmithD@michigan.gov
Pumps & equipment, breast pump policies, peer counselor annual trainings, PC policies, PC orientation, PC eligible costs, MI-WIC issues, BF Food package questions.	Brooke Perry	State BF Peer Coordinator	PerryB11@michigan.gov
Breast pump orders	Hanna Thelen	Nutrition / BF Analyst	ThelenH1@michigan.gov
PC interviews (if desired), orientation & mentoring. PC manager support, short-term IBCLC coverage.	Regional LCs		Regional Lactation Consultants (LCs)
Contact info for other BF Coordinators, Level 3 & 4 staff, and peer counselors			Google Drive Collaboration Folder Directories
Local Agency Map and Contacts			
MI-WIC procedures, vendor concerns, client assistance.	DuJour Help Line		800-942-1636, press 1, then 2
MI-WIC help desk	KL&A		800-942-1636, press 1

A. Understanding the BFC Role

- [Breastfeeding Coordinator](#) position description and examples of work
- Attend [Breastfeeding Workgroup](#) (Fridays in January, April, July, October on Friday 8:30-12:30)
- [Register](#) for Breastfeeding Coordinator Training held 2x/year (April & October)

B. Program Planning, Administration and Evaluation

- Reports. We all love them. This [guidance document](#) details which BF reports need to be pulled, and how to pull them.
- Monitoring [breastfeeding data](#) is an important part of the BFC role. Find links to WIC and non-WIC data on the [Breastfeeding for Managers & Coordinators webpage](#) (Search for the word *Data*)
- Nutrition Services Plan (NSP): Required to be completed every year ~ September.
 - Find examples of completed plans on the [Breastfeeding for Managers & Coordinators webpage](#) (Search for the word *NSP*)
- Management Evaluations (MEs): Done every other year during the spring or summer.
 - ME tools are located on the [webpage](#).

- Use this document to help prepare: [Handy Guide to Help Prepare for an ME: Breastfeeding Specific](#)

C. Policies

- 1.07 [Local Agency Staffing and Training](#)
 - 1.07A [Staff Training Plan](#)
- **4.0 Breastfeeding**
 - 4.01 [Local Agency Breastfeeding Responsibilities and Staff Roles](#)
 - 4.02 [Client Breastfeeding Education](#)
 - Use this [Guidance to Assist with Policy 4.02 Compliance](#)
 - 4.03 [Contraindications or Modifications to Breastfeeding](#)
 - 4.04 [Breastfeeding Equipment Ordering, Inventory, Retrieval, and Maintenance](#)
 - 4.05 [Breastfeeding Equipment Issuance and Documentation](#)
 - 4.06 [Specialty Feeding Equipment](#)
- **12.0 Breastfeeding Peer Counseling**
 - 12.01 [Peer Counselor Orientation](#)
 - 12.02 [After-Hours Availability](#)

D. MI-WIC

- Verify your LA WC Coordinator has added your role as the BFC in MI-WIC
- [Guidance on Documentation on Breastfeeding Support Tab](#)
- [MI-WIC 9.9 Breastfeeding Screen Updates](#)

E. Breast Pumps and Supplies

- The [Breastfeeding for Managers & Coordinators webpage](#) (Search for the word *Pump*) has a lot of great information, such as how-to videos on ordering pumps, maintaining inventory, running reports, and how to clean & assemble pumps.
- The Resources dropdown for the [Milk Expression training](#) has guidance on devices, printable pump agreements/ releases, etc.
- BFCs can also find Breast Pump inventory forms, monitoring logs & Pump Marketplace on the Google Collaboration [Breast Pump section](#).
- BFCs are required to take [Milk Expression training](#).

F. Staff Trainings (required to provide to staff 4 x/year)

- Training peers is one of your major roles. This [PC orientation guide](#) details what you can teach your peer before reaching out to the Regional LC. The Regional LC will provide an extremely detailed training and orientation using [this checklist](#).
- See 1.07A [Staff Training Plan](#) for required and recommended trainings.
- Go to [MPHI BF and PC website](#) to register for trainings.
- The [Training Calendar](#) allows the BFC to 'save-the-date' for upcoming trainings.
- The Google Collaboration [Staff Training section](#) has ideas for the 4x/year training requirement, along with sample documentation forms.

- Need more? There's a ton of information on the MDHHS WIC Providers Nutrition & Health for Staff [webpage](#).
- Find more great training tools such as scope of practice tools, breastfeeding food package guidance, BF Connections articles, and conferences, including [MIBFN webinars](#) on the [Breastfeeding for WIC Staff](#) (Search for the word "Training Resources")

G. Client Education

- [Policy 4.02](#), Client Breastfeeding Education
- Find Client Education Resources on the [Breastfeeding for WIC Staff](#) webpage (look under the Client Education Resources heading).
- [Breast/Chestfeeding for Families](#) is the family-oriented site for lactation information.
- Review the [Michigan WIC Client Resource List](#) (E-forms client handouts)
 - [Instructions on how to order publications through E-Forms](#)
- See Policy 5.01D, [Nutrition Education Lesson Plans](#), for the procedure for developing lesson plans.
- Infant Feeding (Lactation) Class ideas can be found on the Google Collaboration [Infant Feeding Classes section](#).
- [Process of setting up a class in MI-WIC](#)
- Advocacy Tools can be found on the [Breastfeeding for WIC Staff webpage](#) (search for the term Advocacy).

H. Clinic Environment

- Find resources on [Breastfeeding for Managers & Coordinators webpage](#) (Search for the term Clinic Environment)

I. Collaboration

- Connect with our Michigan WIC breastfeeding coordinators. Find and update contact information on the Google Collaboration: [Breastfeeding Coordinator Directory](#).
- Find local BF Supporters on [MIBFN coalition webpage](#).
- Use these [outreach tools](#) to collaborate with community partners.

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