



Memorandum of Understanding
for
Virginia WIC Employee Participation in the
Breastfeeding Enhancements Initiative (BFEI)

This agreement serves to outline the minimum terms and conditions required of the staff member, the local agency coordinator, and program administrators as it relates to supporting an employee participating in the Breastfeeding Enhancements Initiative (“BFEI” or “the program”). A completed agreement will serve as an application to the BFEI. All parties involved should seek guidance on any item they find unclear or unsuitable before signing.

I, _____ (“applicant”), am applying to participate in the Breastfeeding Enhancements Initiative (“the BFEI or Program”). By initialing next to each item, I am acknowledging my understanding of the terms of participation and commitments upon completion.

I, _____ (“Local Agency Coordinator”), am aware of the staff member’s application to the Program and by signing I am acknowledging the various commitments required by the Program if the candidate is accepted.

The applicant currently holds the position of _____ in the _____ (“Local Agency”).

The applicant serves as the local agency Designated Breastfeeding Expert (DBE) Yes No

Today’s Date: _____

Applicant’s work email: _____

Applicant’s personal email: _____

Applicant’s personal phone number: _____

Applicant’s home address: _____

Terms of Participation

Employment Requirement

- a. By date of application, the Local Agency will have employed the applicant for a minimum of 6 months.
- b. By date of application, the applicant is employed as a full-time employee with the Virginia Department of Health.
- c. The applicant will maintain employment with the Local Agency while enrolled in the Program.
- d. The applicant will continue to work for the Virginia WIC program for one year (52 weeks) after obtaining the International Board Certified Lactation Consultant (IBCLC) credential.

Prerequisite Requirements

By date of application, the applicant attests to have completed the IBCLC prerequisites of:

- a. 1000 hours of lactation specific clinical practice in an appropriate supervised setting.
- b. Health Sciences subjects as outlined in the IBCLC Education Guide. <https://ibclce.org/wp-content/uploads/2017/05/health-sciences-education-guide.pdf>
- c. A minimum of 45 hours of LEAARC approved lactation education within the last 5 years.
- d. Established a basic profile on the IBCLC website: <https://ibclce.org/learn-how-to-create-an-ibclc-account/>
My IBCLC Account number is: _____

The required lactation education (LER Bridge Course) is a 50 hour self-paced online class. The successful candidates must complete the coursework prior to the exam application window. The VA WIC course work completion deadline is **June 10, 2023**.

Program Activities: Online Classes, Homework and Exam preparation.

The applicant will be granted educational leave to complete the Bridge Course during business hours. Additionally, the applicant will be granted a minimum of 40 business hours to prepare for the exam. (Exam Administration dates: September 20-29, 2023).

The time spent on these activities will be prearranged with the clinic supervisor and/or WIC Coordinators to suit the clinic, the applicant's, and the Program's needs. The dates of this period of absence from the WIC clinic will be prearranged by the applicant with the clinic administrator with enough notice as to not negatively affect WIC clinic operations.

The applicant agrees to complete the entire Bridge Course, to prepare for and take the IBCLC exam.

Scope of Program Administrators in Relation to Local Agencies

Program administrators hold no bearing on the continued employment or scope of responsibilities awarded to BFEI Applicants before, during, or after enrollment in the Program.

Program administrators will:

- a. Advise the applicant on professional development
- b. Inform, on request, Local Agency Coordinators of an applicant's progress
- c. Provide guidance, as requested, to Local Agency Coordinators on how to support an applicant
- d. Seek feedback from applicants and Local Agency staff as to the BFEI experience, both during and after program enrollment

Program administrators will not:

- a. Mediate disputes of use of accrued paid leave and educational leave
- b. Hear complaints related to specific performance of duties of employment
- c. Hear complaints of personnel or managerial issues within the Local Agency
- d. Act as a reference or provide written reference or recommendation if the applicant is seeking a promotion or position change within the Virginia WIC program

Credentialing Deadlines

- a. First attempt of IBCLC exam within 6 months of coursework completion
- b. Credentialing as a IBCLC within one year (52 weeks)

Estimated Financial Obligation

To enter the Program, the applicant must complete and sign an HR-29 Form, which must be on file prior to being granted access to the Bridge Course. The HR-29 form outlines the complete repayment agreement and the consequences of non-payment. The HR-29 form submitted with this MOU must include signatures from the employee, the employee’s supervisor, and the Local Agency WIC Coordinator. A BFEI HR-29 form with will be provided.

Applicants and Local Agency Coordinators should be aware of the value of educational leave needed to complete the Program. The sum of the educational leave value should be calculated following the steps outlined on the HR-29 form with a total of 10 workdays missed.

Terms and conditions of repayment can be located directly on the HR-29 form in section X and should be carefully reviewed by the employee.

The sum of the educational leave value is \$_____.

By signing below, I acknowledge my awareness and understanding of the terms of participation in the Virginia WIC Breastfeeding Enhancements Initiative (“Program”).

Applicant	Date
Local Agency Coordinator	Date
Virginia WIC Program Manager	Date