

PC Program Policy #2: Supply Inventory Issuance and Return

Purpose: *The purpose of this policy is to establish consistent procedures for issuing, documenting, maintaining, and retrieving supplies and equipment assigned to Peer Counselors (PCs). This ensures that all resources are properly tracked, used responsibly, protected for client confidentiality, and returned in good condition to support continuity of services within the New Mexico WIC Peer Counseling Program.*

1. Issuing Supplies to PCs

Supplies will be issued to PCs by the Team Leader (TL), other WIC staff, or the LPCC (Local Peer Counseling Coordinator)

Requesting Supplies

- The LPCC will submit supply requests by email to the WIC Peer Counselor Manager and/or the WIC Breastfeeding Manager for items needed to primary job functions. Supplies will be delivered by either the TL, other WIC clinic staff or PC Management. Items may vary based on availability and need.

Documentation of Supplies

- The TL, LPCC, or other WIC clinic staff may issue supplies to the PCs. The LPCC and PC must record all supplies issued on the *PC Supply Inventory Form* in Google Workspace. Communication among the TL, other WIC clinic staff or LPCC regarding the issuance of supplies is required to ensure correct supply issuance and documentation is completed.

2. Technology Supplies

- **Laptop Issuance:** A Hewlett-Packard (HP) laptop will be issued to the PC for work-related purposes only. The PC must not share their HP laptop with any family members or friends. The PC must sign the *Peer Counselor HP Computer Consent Form*, which will be provided to the PC by the LPCC. See [PC Policy #18: Technology Equipment](#)
- Peer Counselors must return all issued technology equipment clean, in good working condition, free of excessive dirt, stickers, or damage beyond normal wear and tear, and in its original packaging.

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3. Retrieving Supplies from Inactive PCs

When a PC becomes inactive or resigns, the TL, WIC Breastfeeding Ambassador, other WIC clinic staff, or LPCC is responsible for collecting issued supplies.

Mandatory Items to Be Returned

The following items must be returned and reviewed by the TL, other WIC clinic staff or LPCC. TL, other WIC clinic staff or LPCC may use their own discretion if the item is in good working condition.

- HP laptops in its original packaging (must be returned upon contract termination and before the final paycheck)
 - If the HP laptop is no longer working, it must still be returned and must be returned to WIC PC Program Manager.
 - PC must complete the *Peer Counselor HP Return Form* which will be provided to the PC by their LPCC.
- Hotspot, if applicable, must be returned upon contract termination and before the issuance of PC's final pay.
- Nursing Doll
- Book: "Why Should I Nurse My Baby?" by Pamela K. Wiggins IBCLC
- Cloth breast model
- Diaper Display set
- Colostrum spoon
- Belly balls
- Nipple Sizing Tool
- PC badge

PCs must return all technology and related equipment clean and in good working condition, free of excessive dirt, stickers, or damage beyond normal wear and tear. The program must maintain equipment for further PCs.

Complementary Items

The following items do not need to be returned

- Pen
- Journal
- PC shirt with logo
- Water Bottle
- Tote Bag

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4. Consequences for Failure to Return Supplies

If a PC does not return mandatory supplies:

- The PC may be held financially responsible for reimbursing the NM WIC PC Program.
- The final paycheck may be withheld until items are returned. Any delays in issuing the final paycheck will be handled on a case-by-case basis.

When Supplies Are Difficult to Retrieve:

If a PC is not responding or not returning supplies, the LPCC must:

- **Contact Attempts**
 - Call and email all contact numbers and email address for the PC once per week for two weeks.
 - Include the WIC Peer Counselor Manager, WIC Breastfeeding manager and WIC Breastfeeding Ambassador and or TL (as requested)
- **Formal Notice**
 - If no response, send a **Request for Return Letter** to the PC to their mailing address as well as email address.
 - The LPCC will notify the NM WIC Peer Counselor Manager and the WIC Breastfeeding Manager a letter was sent.
- **Alert in Client File**
 - If the PC is also a WIC client, the LPCC can request WIC staff to enter an alert in the client file noting that the PC's supplies must be returned to the nearest WIC clinic.