## Guidelines for Allowable Items for Reimbursement
### Missouri Breastfeeding Peer Counseling Program (BFPC)

<table>
<thead>
<tr>
<th>Categories</th>
<th><strong>Special BFPC Funding 1</strong></th>
<th><strong>Special BFPC Funding 2</strong></th>
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</table>
| **Wages, Salary, and Benefits** | - A minimum rate at or above minimum wage. The payment must be made directly to peer counselors.  
  - Providing gift certificates to peer counselors in place of salary is not allowed.  
  - Hours for providing peer counseling services, attending meetings, and trainings.  
  - Hours for managing the program, including supervision.  
  - The majority of Special BFPC Funding 1 should be used for peer counselor salary.  
 | **Office Costs and Supplies**  | - A minimum rate at or above minimum wage. The payment must be made directly to peer counselors.  
  - Providing gift certificates to peer counselors in place of salary is not allowed.  
  - Hours for providing peer counseling services, attending meetings, and trainings.  
  - Hours for managing the program, including supervision.  
  - The majority of Special BFPC Funding 1 should be used for peer counselor salary. | **Training and Retention**  
  - Nametags for peer counselors.  
  - Breastfeeding resources, such as breast models, breastfeeding books, and dolls.  
  - Outreach materials to promote services through BFPC and recruit peer counselors.  
 | **Other Program Expenses**      | - All expenses listed below for Special BFPC Funding 2 and any additional expenses necessary to manage an effective Breastfeeding Peer Counselor Program.  
  - Includes items that can be given to participants, such as breastfeeding supplies and literature. | **Travel**  
  - Cost for conducting training sessions or in-services to peer counselors, including cost of training materials.  
  - Cost of attending the BFPC training sessions in Jefferson City for program coordinators.  
  - Cost of attending regional peer counseling trainings, quarterly meetings, BFPC conferences, and other approved training, including meals, lodging, mileage, and other approved expenses.  
  - Recognition items for peer counselors, such as t-shirts.  
 | **Telephone and Mail**          | - Costs incurred for traveling to and from hospital and home visits, or satellite clinics.  
  - Costs incurred for travel for outreach activities. | **Telephone and Mail**  
  - Cost of a cell phone or cost of making phone contacts while providing peer counseling services.  
  - Cost for mailing and postage.  
 |                                  | - Expenses must be used to support the work of the peer counselor.  
  - Items that are distributed to participants are not allowed under Special BFPC Funding 2.                                                                                                                                   |