



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Mary T. Bassett, MD, MPH
Commissioner

July 3, 2014

Dear Colleague:

The Bureau of Immunization has recently updated our Vaccine for Children (VFC) program policies and procedures. This information has been posted on the New York City VFC program website at <http://www.nyc.gov/html/doh/html/living/vfc-hcp-requirements.shtml>. We strongly encourage you to visit this website and review the content, which describes the following requirements:

- Enrollment & re-certification
 - Provider eligibility criteria
 - How to enroll in the VFC program
 - Annual re-enrollment
- Provider site visits
 - VFC new enrollment site visits
 - VFC compliance site visits
 - Combined VFC and AFIX (Assessment, Feedback, Incentive, and eXchange) site visits
- Vaccine Management
 - Vaccine personnel
 - Vaccine management plan
 - Vaccine inventory
 - Vaccine borrowing
 - Vaccine orders
 - Administering vaccine
 - Vaccine transfers
 - Vaccine fraud and abuse
- Vaccine Storage & Handling
 - Vaccine storage units
 - Thermometers and temperature monitoring
 - Spoiled and expired vaccine
 - Vaccine Reimbursement Policy

Also, you will find updated forms, job aids, and charts that can help you with your day-to-day operations at <http://www.nyc.gov/html/doh/html/living/vfc-fch.shtml>

If you have any questions or feedback, please email us at nycimmunize@health.nyc.gov or call 347-396-2404. We thank you for your participation in the VFC program.

Sincerely,

A handwritten signature in black ink that reads 'Jane R. Zucker'.

Jane R. Zucker, MD, MSc
Assistant Commissioner
Bureau of Immunization