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,

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