



NEW YORK CITY DEPARTMENT OF  
HEALTH AND MENTAL HYGIENE

Mary T. Bassett, MD, MPH  
Commissioner

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

42-09 28<sup>th</sup> Street, CN21  
Queens, NY 11101-4132

Dear Colleague:

We would like to inform you that because Vaccines for Children (VFC) program re-enrollment for 2014 was delayed, you will not have to re-enroll again until the fall of 2015. Instead, we ask that you review the New York City (NYC) VFC program Vaccine Recipient Agreement and ensure that your practice is in compliance with all VFC requirements. The agreement can be found at: <http://www.nyc.gov/html/doh/downloads/pdf/imm/vaccine-recipient-agreementform.pdf>. Also, we would like to inform you of new Centers for Disease Control and Prevention (CDC) VFC program requirements effective January 1, 2015:

- The provider vaccine management plan must include the signature, name, and title of the preparer of the documents. You may use the template developed by the NYC Bureau of Immunization (BOI), which is located at <http://www.nyc.gov/html/doh/downloads/pdf/imm/imm-vaccine-mgmt-plan.pdf>
- The required twice-daily temperature recordings must now be accompanied by the time of the reading and the name or initials of the person who assessed and recorded the reading. A recommended temperature log is available on the NYC BOI website at <http://www.nyc.gov/html/doh/downloads/pdf/imm/temp-log-F.pdf>
- Certified and calibrated thermometer probes must be placed in the central area of the storage unit with the vaccines
- VFC providers must have at least one back-up thermometer with a current certificate of calibration on hand (not stored in a unit)

As a reminder, if there is a change in any of your key staff, such as the physician-in-charge, vaccine coordinator, or back-up vaccine coordinator, you must inform us. In addition, new staff must complete the CDC web-based training courses, *You Call the Shots Module 10: Vaccine Storage and Handling* and *You Call the Shots Module 16: Vaccine for Children Program*. For detailed instructions on how to complete these training modules or obtain certificates of completion, please refer to <http://www.nyc.gov/html/doh/downloads/pdf/imm/you-call-inst.pdf>.

Your compliance with the items described above will be reviewed during the VFC compliance site visit. Therefore, it is **not** necessary to send any documents to us unless requested by our staff.

If you have any questions or feedback, please email us at [nycimmunize@health.nyc.gov](mailto: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