



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE

Ashwin Vasani, MD, PhD
Commissioner

November 10, 2022

Dear Colleague:

We are writing to inform you of some key updates to the New York City (NYC) Vaccines for Children (VFC) program.

I. VFC Re-enrollment

The VFC program is transitioning to a biennial re-enrollment schedule. Therefore, there is no re-enrollment process for 2022-2023. However, all providers must continue to comply with the terms and conditions of the [NYC VFC Vaccine Recipient Agreement](#) and the [CDC Storage and Handling Toolkit](#) to order and receive VFC vaccines. If your facility has moved to a new address or the physician-in-charge, vaccine coordinator, or back-up vaccine coordinator has changed, please email nycimmunize@health.nyc.gov with the details.

Please ensure that the physician-in-charge, vaccine coordinator, and back-up vaccine coordinator at your facility have taken the required annual web-based trainings developed by the Centers for Disease Control and Prevention (CDC): [You Call the Shots: Storage and Handling](#) (Course #WB4500) and [You Call the Shots: Vaccines for Children](#) (Course #WB4501). Course completion certificates must be kept on file and provided upon request by site visit staff.

If you have not already done so, we urge you to enroll in the COVID-19 Vaccination Program to help ensure that your patients have access to COVID-19 vaccines. In NYC, only 4% of children ages 6 months through 4 years and 50% of children ages 5 through 12 years have completed a COVID-19 primary series, and most children ages 5 and older who completed their primary series have not received their recommended booster dose. Sign in to the [Vaccine Provider Agreement System \(VPAS\)](#) to enroll in the COVID-19 Vaccination Program. Click [here](#) for instructions on enrollment and see the [COVID-19 Vaccination Program FAQ](#) for answers to enrollment questions.

II. VFC Vaccine Storage and Handling

To comply with CDC requirements, when modifying storage information in the Citywide Immunization Registry (CIR), VFC providers are now required to upload and submit images of each storage unit and digital data logger (DDL) thermometer at their practice for review. Once submitted, all details will be in pending review status until approved. The status (i.e., pending, rejected, or approved) of each will be visible in the CIR. An email will be sent to notify you of the approval or rejection status of your submission within 48 business hours. If rejected, this email will include the reason for the rejection, and you must update the required details in CIR and resubmit images. Please refer to the [Vaccine Storage and Thermometer Module Guide](#) for instructions on how to update your storage and thermometer details to the CIR.



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Key things to remember when taking and updating storage and thermometer images and details in CIR:

- Photos or images obtained online or from websites are not acceptable.
- Images of storage units and DDLs must be clear and reflect what is used at your practice. If uploading an image file that exceeds 24MB/24,576KB, reduce its size by saving it in a different format.
- Storage unit images must show the unit with the door open and the inside of the unit should be clearly visible. Be sure to defrost the inside of freezer units prior to taking the image.
- Save each image to your desktop before uploading it in CIR. This will make the uploading process easier.
- Ensure that all details including unit type, brand, model, and calibration expiration date are accurate.

III. NYC Asylum Seekers Assistance and Support Response

Since Spring 2022, over 20,000 asylum seekers, including young children, have arrived in New York City. Multiple agencies have worked together to help families obtain housing, education, and healthcare. As these efforts continue, please ensure that your practice has a sufficient vaccine supply on hand to accommodate any potential upticks in demand, beyond the routinely recommended five-week supply that all providers should maintain on-hand. As a reminder, children must have all school-required immunizations in order to attend childcare and school ([see requirements by grade](#)); please urgently ensure that children are vaccinated to avoid exclusions from school. Please note that varicella and MMR-V vaccine ships direct from the manufacturer and may take up to two weeks to arrive at your facility. If you are in urgent need of varicella-containing vaccine, please email the VFC program at nycimmunize@health.nyc.gov.

If you have questions about the information in this notice, email nycimmunize@health.nyc.gov. Thank you for helping to protect children from vaccine-preventable diseases.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bindy Crouch', written in a cursive style.

Bindy Crouch, MD, MPH
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