



California  
Department of  
Health Services

**SANDRA SHEWRY**  
Director

State of California—Health and Human Services Agency  
**Department of Health Services**



**ARNOLD SCHWARZENEGGER**  
Governor

April 20, 2006

IZB-FY0506-16

TO: Vaccines for Children Providers (Private Sector)

FROM: Howard Backer, M.D., M.P.H., Chief  
Immunization Branch

SUBJECT: Recertification Needed Now to Continue as a Vaccines for Children (VFC)  
Program Provider

On behalf of the Department of Health Services, we would like to thank you for being a VFC provider in 2005. Your commitment and participation has made it possible for many low income or uninsured California children to receive vaccines in their medical home.

The national VFC Program requires an annual recertification process. To continue as a VFC provider, you will need to complete three forms. The three forms are enclosed and briefly described below.

**VFC Provider Enrollment Form (DHS 8500 1/06)**

A change has been made on the VFC Provider Enrollment Form this year. Temperature logs must now be retained for three years.

**VFC Provider Profile Form (DHS 8499)**

On this form, please complete the basic information and then provide your best estimate of the number of VFC-eligible children you plan to immunize during 2005, by eligibility category.

Your reported VFC vaccine usage for January 1, 2005 to December 31, 2005 is summarized on the enclosed "Report of Doses Distributed vs. Doses Administered" report. The column headed "Acquired-Admin" is our computer projection of VFC vaccine you held in inventory on December 31, 2005. Please contact your VFC Representative if you believe our inventory projections are wrong.

Your VFC Representative can help you develop your 2006 estimates. The enclosed list provides the name and contact number of your representative.

Please confirm that your vaccine delivery address, dates, and times for delivery are recorded correctly. This information is essential to get your vaccine orders to you at a location and time your staff can receive them.

**VFC Provider Profile Form-Supplemental (DHS 8499S 12/03)**

On this form, please list all the people at your facility with prescription writing privileges who will use VFC vaccines. The list requires the license number and Medicaid

(Medi-Cal/CHDP) provider number (if applicable) for each provider. If you have more than 25, please use additional copies of this form to list them.

This form is needed even if there is only one person with prescription-writing privileges at the site. Nurse practitioners and others who operate clinics under licensed physicians should record their information on the forms for the physicians they work with.

**Forms are due to the VFC Program by May 26, 2006 in order to keep your VFC account active.** After June 2, the completed forms will be required prior to processing any vaccine orders.

Before submitting your forms, make sure your correct six-digit VFC customer number (PIN) is recorded in the space on the top of each of the forms.

**Please mail your recertification paperwork to:**

**VFC Program**

**California Department of Health Services**

**Immunization Branch**

**850 Marina Bay Parkway, Building P**

**Richmond, CA 94804-6403**

If you have any questions about the recertification process, please contact your VFC Representative or call the VFC Program at 1-877-243-8832.

Thank you for your cooperation.

Enclosures

cc: DHS, Immunization Branch Field Representatives  
Local Health Officers  
Local Health Department Immunization Coordinators  
Local Health Department CHDP Program Directors  
Vanessa Baird, Chief, Medi-Cal Managed Care Division, CDHS  
Marian Dalsey, M.D., Acting Chief, Children Medical Services Branch, CDHS  
Linda Rudolph, M.D., Chief Medical Officer, Medi-Cal Managed Care, CDHS  
Susann Steinberg, M.D., Chief, Maternal, Child and Adolescent Health/Office of Family Planning Branches, CDHS  
Villita Lewis, Deputy Director, Benefits and Quality Monitoring, MRMIB  
Marcia Ehinger, M.D., Medi-Cal Benefits Branch, CDHS  
Kathy Chance, M.D., Children Medical Services Branch, CDHS