

COVID-19 Vaccination Program Participation Requirements



Your participation in the COVID-19 Vaccination Program is greatly appreciated as a vital service to public health. Immunization with a safe and effective COVID-19 vaccine is a critical component of the United States strategy to reduce COVID-19-related illnesses, hospitalizations, and deaths and to help restore societal functioning.

Phased Vaccination Efforts

The goal of the U.S. government is to have enough COVID-19 vaccine doses for all people in the United States who wish to be vaccinated. However, it is likely that early in the COVID-19 Vaccination Program, vaccine supply will likely be limited and vaccination efforts will be conducted in phases, focusing immunization efforts on critical populations defined nationally. (For California updates, see [CDPH.CA.gov COVID-19 website](https://www.cdph.ca.gov/COVID-19).)

No-Cost Vaccines

Federally supplied COVID-19 vaccines, constituent products, and ancillary supplies will be procured and distributed by the federal government at no cost to enrolled COVID-19 vaccination providers. Vaccines will be made available to immunization providers working in partnership with state and local health departments to vaccinate individuals for whom the vaccine is recommended.

Program Requirements

The organization must ensure staff involved in the COVID-19 Vaccination Program complete the required training and adhere to the following federal participation requirements:

1. Organization must administer COVID-19 vaccine in accordance with all requirements and recommendations of CDC and CDC's Advisory Committee on Immunization Practices (ACIP). **(See [COVID-19 ACIP Vaccine Recommendations](#) for all available vaccines.)**
2. Within 24 hours of administering a dose of COVID-19 vaccine and adjuvant (if applicable), Organization must record in the vaccine recipient's record and report required information to the relevant state, local, or territorial public health authority. Details of required information (collectively, Vaccine Administration Data) for reporting can be found on CDC's website.
 - a. Organization must submit Vaccine Administration Data through either
 - i. the immunization information system (IIS) of the state and local or territorial jurisdiction or
 - ii. another system designated by CDC according to CDC documentation and data requirements.

- b. Organization must preserve the record for at least 3 years following vaccination, or longer if required by state, local, or territorial law. Such records must be made available to any federal, state, local, or territorial public health department to the extent authorized by law.
3. Organization must not sell or seek reimbursement for COVID-19 vaccine and any adjuvant, syringes, needles, or other constituent products and ancillary supplies that the federal government provides without cost to Organization.
4. Organization must administer COVID-19 Vaccine regardless of the vaccine recipient's ability to pay COVID-19 Vaccine administration fees or coverage status. Organization may seek appropriate reimbursement from a program or plan that covers COVID-19 Vaccine administration fees for the vaccine recipient. Organization may not seek any reimbursement, including through balance billing, from the vaccine recipient.
5. Before administering COVID-19 vaccine, Organization must provide an approved Emergency Use Authorization (EUA) fact sheet or vaccine information statement (VIS), as required, to each vaccine recipient, the adult caregiver accompanying the recipient, or other legal representative. **(See [Emergency Use Authorization](#), section Vaccines, to download Fact Sheets for Recipients and Caregivers for all available vaccines.)**
6. Organization's COVID-19 vaccination services must be conducted in compliance with CDC's [Guidance for Immunization Services During the COVID-19 Pandemic \(PDF\)](#) for safe delivery of vaccines.
7. Organization must comply with CDC requirements for COVID-19 vaccine management. Those requirements include the following:
 - a. Organization must store and handle COVID-19 vaccine under proper conditions, including maintaining cold chain conditions and chain of custody at all times in accordance with the manufacturer's package insert and CDC guidance in CDC's [Vaccine Storage and Handling Toolkit \(PDF\)](#), which will be updated to include specific information related to COVID-19 vaccine;
 - b. Organization must monitor vaccine storage unit temperatures at all times using equipment and practices that comply with guidance in CDC's Vaccine Storage and Handling Toolkit;
 - c. Organization must comply with each relevant jurisdiction's immunization program guidance for dealing with temperature excursions;
 - d. Organization must monitor and comply with COVID-19 vaccine expiration dates; and
 - e. Organization must preserve all records related to COVID-19 vaccine management for a minimum of 3 years, or longer if required by state, local, or territorial law.
8. Organization must report the number of doses of COVID-19 vaccine and adjuvants that were unused, spoiled, expired, or wasted as required by the relevant jurisdiction.
9. Organization must comply with all federal instructions and timelines for disposing of COVID-19 vaccine and adjuvant, including unused doses.

10. Organization must report any adverse events following vaccination to the [Vaccine Adverse Event Reporting System](#) (VAERS) website or (1-800-822-7967).
11. Organization must provide a completed COVID-19 vaccination record card to every COVID-19 vaccine recipient, the adult caregiver accompanying the recipient, or other legal representative. Each COVID-19 vaccine shipment will include COVID-19 vaccination record cards.
12. a) Organization must comply with all applicable requirements as set forth by the U.S. Food and Drug Administration, including but not limited to requirements in any EUA that covers COVID-19 vaccine. **(See [Emergency Use Authorization](#), section Vaccines, to download Fact Sheets for Healthcare Providers for all available vaccines.)**
 - b) Organization must administer COVID-19 vaccine in compliance with all applicable state and territorial vaccination laws.

Job Aids

Bookmark <https://eziz.org/covid/> to access job aids, videos, and other resources covering Enrollment, Vaccine Administration, Vaccine Management, Reporting Requirements, My Turn, Patient Resources, Archived Communications and more.