

VACCINES FOR CHILDREN Enrollment Map

Who can Join?

Health care providers who administer vaccines to children eligible for the federal Vaccines for Children (VFC) program should join the North Carolina Immunization Program (NCIP). Children (birth through 18 years of age) that meet at least one of the following criteria are eligible for VFC vaccine:

- **American Indian or Alaskan Native**
 - **Uninsured** - a child who has no medical insurance coverage
 - **Medicaid enrolled** - a child who is eligible or enrolled in the Medicaid program
- Underinsured:**
- Children who have commercial (private) health insurance, but the coverage does not include vaccines,
 - Children whose insurance covers only selected vaccines (VFC-eligible for non-covered vaccines only), or
 - Children whose insurance caps vaccine coverage at a certain amount. Once that coverage amount is reached, these children are categorized as underinsured.
- Children who can only be served by deputized providers such as the local health department, a Federally Qualified Health Center, or Rural Health Clinic.



Providers who serve only adult patients or insured children cannot join the North Carolina VFC Program.

Provider Responsibilities

NCIP participants must submit to the requirements of our program. These requirements include but are not limited to:

- Signing a legally binding program agreement annually (**only physicians (MD/DO) licensed to practice medicine in North Carolina may sign an NCIP Provider Agreement**)
- Allowing N.C. Immunization Branch staff to perform periodic site visits
- Administering vaccines according to required guidelines, (**you must carry and administer all the ACIP recommended vaccines appropriate to the age of children you serve**)
- Maintaining correct storage and handling procedures for vaccines. **This includes the purchase of a stand-alone refrigerator and stand-alone freezer that meets our requirements as well as required digital datalogger thermometers.**
- Accounting for **every** dose of state-supplied vaccine received
- Annually participating in an approved CDC educational requirement training opportunity
- Must be open 4 consecutive hours on a day other than a Monday to receive VFC vaccines

START

Check Eligibility!

Review eligibility information and submit the [preliminary questionnaire](#) to Charlotte Cruz at charlotte.honeycutt@dhhs.nc.gov.

Complete the Application Packet

Once the preliminary questionnaire has been submitted, you will receive an application packet via email.

SUBMIT

Submit Your Application!

Submit the completed application, along with the following documents:

- ✓ One week of documented in-range **temperature logs**. Temperatures must be documented twice a day, and the min/max must be documented each AM
- ✓ **Certificates of calibration** for each digital data logger thermometer (providers must have an approved digital data logger on each unit as well as a back-up)
- ✓ **Training certificates** for primary and back-up vaccine coordinators (2 certificates each)
- ✓ **Grant notification** or certificate (only applicable to FQHCs, RHCs, and Community Health Centers)

Review the VFC Provider Agreement Contract!

Once all the pieces of the application are approved, you will receive the VFC Provider Agreement (contract) and templates for the **Routine & Emergency Vaccine Management Plans**.

Submit the VFC Provider Agreement Contract

Submit the VFC Provider Agreement (signed by the lead physician) as well as the completed and signed Routine & Emergency Vaccine Management Plans.

Prepare for your New Provider Billing Call

After processing is complete, your New Provider Billing Call is scheduled and completed with appropriate staff.

Congratulations, You're Enrolled!

You are ready for your New Provider Enrollment Visit.



NC DEPARTMENT OF
HEALTH AND
HUMAN SERVICES

