

VFC Eligibility Screening & Documentation Requirements

1. Screen for VFC Eligibility

You are required to screen ALL children (birth through 18 years) in your practice at every immunization encounter prior to administering VFC vaccines.

2. Document the Patient's Eligibility

There are three important elements to include when you document a patient's eligibility:

1. Date of screening;
2. Whether the patient is VFC eligible or not; and
3. If the patient is VFC eligible, document which of the following criterion is met:
 - **Medicaid** (Medi-Cal/CHDP) eligible
 - **Uninsured:** A child who has no health insurance coverage
 - **American Indian or Alaska Native**
A patient who self-identifies as uninsured or American Indian/Alaska Native requires no additional proof, and providers are not required to verify the patient's eligibility declaration.
 - **Underinsured:** A child who has private health insurance, but the coverage does not include vaccines; a child whose insurance covers only selected vaccines. Underinsured children are eligible to receive VFC vaccine only through a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC).

No other factor can be considered when screening for eligibility.

3. Use a VFC-Compliant Record Keeping System

Providers must document the results of the screening elements for every patient. Use any of these VFC-compliant record keeping systems:

- **CAIR**, the California Immunization Registry, or a similar immunization information system
- **Electronic Medical Record (EMR)/Electronic Health Record (EHR)**
***Note:** if your practice's EMR/EHR does not capture all the necessary screening elements, they may be documented in the system's notes section or by using the other options offered here.*
- **VFC Program Patient Eligibility Screening Record form** (IMM-1111)

Maintain patient eligibility screening records for a minimum of 3 years.

4. Communicate the Patient's Eligibility

The person who screens patients for VFC eligibility is not necessarily the person who administers the immunizations. Your office needs a system so the vaccinator knows when to use VFC-supplied vaccine and when to use private vaccine.

