



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Ashwin Vasani, MD, PhD
Commissioner

October 10, 2023

Dear Provider,

The electronic enrollment system for the New York City (NYC) Vaccines for Adults (VFA) program is open. This program is funded by the federal government and is also known as the [Bridge Access Program for COVID-19 Vaccines](#). You are receiving this message because our records indicate that your practice serves a large number of uninsured and underinsured adults who may be eligible to receive no-cost COVID-19 vaccines through the VFA program.

We encourage you to enroll in VFA by following these steps:

- Log on to the [Facility Manager \(FACMAN\)](#) application using your email address.
- If you are a new FACMAN user, select Register.
- If you are affiliated with multiple facilities, all facilities should be displayed on your dashboard tile view. If your dashboard tile view has no facilities or only some of your facilities displayed, you can add facilities by selecting the Facility Lookup tab.
- Select the facility for which you would like to enroll in VFA. If you are enrolling multiple facilities in the VFA program, you will need to complete the application for each facility individually.
- Select the VFA tab to review and submit information about your vaccine shipping address, hours, contacts, storage, and Chief Medical Officer (CMO) and Chief Executive officer (CEO).
- Sign the VFA provider agreement (one agreement per facility).

If your enrollment is approved, you will be able to order no-cost COVID-19 vaccines for eligible adults in the [Citywide Immunization Registry \(CIR\)](#). The NYC Department of Health and Mental Hygiene (Health Department) has a limited allocation of VFA vaccines from the federal government and final distribution decisions will be determined based on supply.

Some key requirements for accepting no-cost COVID-19 vaccines through the VFA program include:

- VFA vaccines are for underinsured (patient's insurance does not cover the full cost of vaccination) and uninsured adults ages 19 years and older.
- Patients ages 19 years and older with Medicaid or Medicare are **not** eligible to receive VFA vaccines.
- Providers cannot charge any fee for the cost of VFA vaccine or for the cost of VFA vaccine administration.
- Providers must document VFA eligibility in the CIR, similar to reporting Vaccines For Children program eligibility.
- Providers must report total VFA doses administered in the inventory section of the CIR, even if an adult patient has not agreed to report identifying information to the CIR. Providers whose inventory is not current will be unable to place additional orders until inventory is updated.
- Providers must have appropriate storage for vaccines and use digital data loggers (DDLs).
- Providers must report wastage and temperature excursions to the NYC Health Department through the CIR.
- **At this time, only COVID-19 vaccines are available through the VFA program.**

As a reminder, the patient's oral or written consent to report to CIR must be obtained for vaccines administered to adults 19 years of age and older, regardless of whether the vaccines are from private or public supply. Best practice is to obtain CIR consent during registration. Be sure to implement the consent requirement in your electronic health record (EHR) system. Adult patient consent is a required field for CIR reporting. Tell your EHR vendor that the consent field must be sent for reporting with the dose; otherwise the report will be rejected by the CIR. Also be sure to update your system with new vaccine CVX codes to ensure accurate reporting.

If you have any questions, please email nycflu@health.nyc.gov.

Thank you for continuing to promote and protect the health of New Yorkers.

Sincerely,

A handwritten signature in black ink, appearing to read "Bindy Crouch". The signature is fluid and cursive, with a long horizontal flourish at the end.

Bindy Crouch, MD, MPH
Assistant Commissioner
Bureau of Immunization