



VFC Program Basics

About the VFC program

The Vaccines for Children (VFC) Program provides vaccines to children whose parents or guardians may not be able to afford them. Serving as one of the nation's most important contributors to health equity, the program helps ensure that all children have a better chance of getting their recommended vaccinations on schedule and staying healthy.

The VFC program was created on August 10, 1993, when congress passed the Omnibus Budget Reconciliation Act. The VFC program was created in response to the measles epidemic in the United States during 1989–1991.

The goal of the VFC Program is to ensure that a VFC Program-eligible child does not contract a vaccine-preventable disease because of their parent or guardian's inability to pay for the vaccine.

VFC enrollment

If you are interested in becoming a VFC provider, please e-mail the program at vfc@wisconsin.gov. A general overview of the steps to become a provider are outlined below.

1. Get a WIR account: Before a provider can enroll in the VFC Program, they must have a Wisconsin Immunization Registry (WIR) account. WIR is an immunization database that tracks immunization records for children and adults. If you are not currently a WIR user, please contact the WIR Help Desk at 608-966-9691 to begin the process.
2. Complete VFC enrollment forms: Once you've become a WIR user e-mail the VFC program at vfc@wisconsin.gov to express your interest in becoming a provider and for enrollment forms and requirements.
3. Prepare: Review the [VFC Resource Guides](#) (under "Resources and forms") for requirements and begin implementation and complete the new coordinator training.
4. Enrollment site visit: During the enrollment visit, providers will receive an overview of all the VFC requirements and assess storage and handling equipment.
5. After the site visit, the provider will receive an e-mail confirming enrollment.

Key staff

Primary and back-up coordinator

At a minimum, the VFC program requires providers to have a fully trained primary and backup coordinator. The primary coordinator must be physically on-site during most clinic hours and is responsible for day-to-day operations of the VFC Program. The backup coordinator must be readily available to perform the same tasks

whenever the primary is not present. If any responsibility is delegated to another staff member (such as temperature monitoring, vaccine inventory) the primary coordinator must ensure adequate training occurs.

If there is a change in VFC staff at the clinic, these changes must be communicated to the program using the [Change of Information Form](#). Once the form is submitted to the program, please make appropriate updates in WIR. VFC providers are required to ensure that all key staff are always trained on VFC program requirements.

Medical director

The VFC medical director takes responsibility for the practice's use of VFC vaccines and agrees that all staff will follow the outlined requirements. The medical director must be licensed to administer pediatric vaccines in Wisconsin.

If the VFC medical director changes, notification must be made to the program. Medical director changes can be communicated to the program using the [Change of Information Form](#).

Annual re-enrollment

Each VFC site is required to complete the annual re-enrollment process in WIR. Through re-enrollment, providers agree to comply with VFC Program requirements, update practice information, and provide updated estimates of all VFC eligible and privately insured children who will be immunized in the coming year. The VFC Program then verifies that the practice is eligible for continued enrollment. Providers will be notified when re-enrollment begins.

Annual training

The primary and back-up coordinators must complete annual VFC training. In addition, any staff responsible for the viability of the vaccine must be trained, providers may use a train the trainer model or complete the annual training (staff responsible for temperature documentation). Providers will be notified of the annual training requirements once available.

Certificates of completion must be kept on file as proof of training. These documents may be requested during compliance visits. Please also document the completed training in the clinic's vaccine management plan.

Site visits

Providers enrolled in VFC agree to participate in required site visits:

- Compliance site visits – a scheduled visit conducted every two years to offer guidance and ensure you are meeting the VFC requirements.
- Unannounced site visits – an unscheduled visit that can happen at any time and serves as a spot check of proper storage and handling practices.

Records retention

All VFC documentation and records must be kept for a minimum of three years. The documents may be stored in a paper-based or electronic format. Examples of documents that should be kept include temperature logs, vaccine ordering records, training records, packing slips, borrowing forms, and re-enrollment documentation.

Suspension and termination

Suspension

A provider's ordering privileges might be suspended due to non-compliance with VFC Program requirements. Once the issue has been resolved, ordering privileges will be reinstated. Examples of reasons for suspension include not completing annual training or re-enrollment.

Termination

Providers may voluntarily terminate enrollment in the program. Providers must notify the program at vfc@wisconsin.gov and agree to program requirements of termination which involve vaccine accountability. This could mean returning vaccine or transferring to another VFC location.

The VFC Program also might remove a provider from the VFC Program for failure to comply with program requirements. Examples of reasons for termination include but are not limited to:

- Failure to comply or resolve compliance issue.
- Fraud or abuse involving VFC supplied vaccines.
- Inadequate vaccine storage equipment or practices.
- No VFC orders over a 12-month period.