

**From:** Williams, Edwina (VDSS) [<mailto:edwina.williams@dss.virginia.gov>]  
**Sent:** Monday, April 04, 2011 1:04 PM  
**To:** [licensinglistserv@virginiainteractive.org](mailto:licensinglistserv@virginiainteractive.org)  
**Subject:** "Updated Documentation for Immunizations"

This file is being sent to providers of child day centers, family day homes, voluntarily registered family day homes, family day system homes, religious exempt child day centers from the Virginia Department of Social Services Email Distribution Service.

**\*\*\*Please do not reply to this email.\*\*\***

**DATE:** March 25, 2011

**TO:** Licensed Child Day Centers  
Licensed Family Day Homes  
Voluntarily Registered Family Day Homes  
Family Day System Homes  
Religious Exempt Child Day Centers

**FROM:** Lynne A. Williams, Director  
Division of Licensing Programs

**SUBJECT:** Documentation for Immunizations, Effective 4/1/11

This is a change. Please disregard all prior guidance relating to immunization documentation. Listed are the current requirements for children's immunization documentation:

1. An immunization form must be in the child's record by the date of the child's admission.
2. Immunizations must be recorded and dated on either the Health Dept form (MCH 213 F or MCH 213 G) or a physician's form, have the child's name, and be signed or stamped and dated by a licensed physician, the physician's designee, or an official of a local health department.
3. For all immunizations a child receives after 7/1/11, the form must contain a statement (typed or handwritten) that the child is adequately immunized.
4. If a physician's form is used, Health Dept form (MCH 213 F or MCH 213 G) is not required to be in the child's record, nor attached to the physician's form.
5. The requirements for updates every six months for children under the age of 2 and between the child's 4<sup>th</sup> and 6<sup>th</sup> birthday remain the same. The form used to record these updates must contain all the information above.

6. If a provider has conditionally admitted a child whose immunizations are not complete, there must be documentary proof that the child has at least one immunization shot and there is a schedule for completion of all required immunizations. At the end of the 90 day conditional enrollment period, the child's record must contain all the information outlined in this memo.

*REGULATIONS FOR THE IMMUNIZATION OF SCHOOL CHILDREN* (12 VAC 5-110-90 C). That regulation can be found at the following website:  
<http://leg1.state.va.us/000/lst/h2649300.HTM>

The current Form MCH 213G is available at the following website:  
<http://www.vahealth.org/childadolescenthealth/schoolhealth/forms.htm>