	Agency Name	Office of Family Support (OFS)
	Chapter No./Name	04 – Family Assistance Manual (FAM)
	Part No./Name	B. Eligibility Factors (FITAP)
	Section No./Name	B-700 Immunization (FITAP)
	Document No./Name	B-710-FITAP Immunization
	Effective Date	November 1, 2016

I. STATEMENT OF POLICY

Sufficient evidence of immunity or immunization against vaccine-preventable diseases recommended by the Office of Public Health schedule must be provided for each recipient under 18 years of age. Sufficient evidence that such an immunization program is up-to-date or in progress may be substituted for proof of immunity or immunization.

Immunizations must be verified at:

- initial application,
- when assistance is requested for an additional child, and
- at redetermination.

The client must be advised of the immunization requirement in writing and allowed 10 days to complete the needed activities and submit verification. If the client fails to cooperate or provide requested immunization or sufficient verification for any child, the client is not eligible for assistance.

At application, the application must be rejected. For certified cases, the case must be closed and remain closed for at least one month and until all children are in compliance.

EXCEPTIONS: The immunization requirement does not apply if the client submits a written statement from:


- a physician stating that the immunization procedure is inadvisable or contraindicated for medical reasons, or
- the client which indicates objection to the procedure based on religious grounds.

B-711-FITAP - PO IMMUNIZATION SCHEDULE

Determine the current age of the child. To be in compliance with immunization requirements, immunizations should be administered no later than the last day of the child's age shown in the chart below.

The Office of Public Health, [OPH](#) allows exceptions to the Immunization Schedule. Each child's individual circumstances must be considered. A child may not have had all the immunizations listed for his age and may not be required to have all the immunizations listed. A statement from a medical provider (hospital, clinic, health unit, physician, etc.) that a child is up-to-date or in progress with their immunization requirement is sufficient.

The child should obtain immunizations according to the schedule recommended by the Office of Public Health below:

	Agency Name	Office of Family Support (OFS)
	Chapter No./Name	04 – Family Assistance Manual (FAM)
	Part No./Name	B. Eligibility Factors (FITAP)
	Section No./Name	B-700 Immunization (FITAP)
	Document No./Name	B-710-FITAP Immunization
	Effective Date	November 1, 2016

Child's Age	Total Recommended Immunizations
Birth	HBV
2 Months	1 DTaP, 1 Hib, 1 Polio, 2 HBV, 1 PCV7, 1 RV
4 Months	2 DTaP, 2 Hib, 2 Polio, 2 HBV, 2 PCV7, 2 RV
6 Months	3 DTaP, 3 Hib, 3 Polio, 3 HBV, 3 PCV7, 3 RV
12-15 Months	4 DTaP, 4 Hib, 3 Polio, 3 HBV, 4 PCV7, 3 RV, 1 MMR, 1 VAR, 1 HAV
18-23 Months	4 DTaP, 4 Hib, 3 Polio, 3 HBV, 4 PCV7, 3 RV, 1 MMR, 1 VAR, 2 HAV
4 Years or Prior to School Entry	5 DTaP, 4 Hib, 4 Polio, 3 HBV, 4 PCV7, 3 RV, 2 MMR, 2 Var, 2 HAV (If DTaP #4 and Polio #3 are given after fourth birthday, only need 4 DTaP and 3 Polio)
11 – 12 Years	5 DTaP, 4 Hib, 4 Polio, 3 HBV, 4PCV7, 3 RV, 2 MMR, 2 Var, 2 HAV, Tdap, MCV4, HPV (Var, MMR, HBV if needed)
16 year and above	MCV4

Subsequent routine Td boosters are recommended every 10 years.

Time sensitive vaccines:

Hib is an abbreviation for Haemophilus Influenzae Type b and may be written as Hib Titer, Act Hib, PedVax Hib, or given as combination with HepB (Comvax). No Hib is given after 60 months of age. If all three Hib vaccines administered were manufactured by Merck, a fourth Hib vaccine is not required.

RV is an abbreviation for Rotavirus Vaccine. The first dose of the RV Vaccine can be administered between 8 weeks of age and 15 weeks of age. The RV cannot be administered later than 8 months (32 weeks) of age.

Remaining vaccines recommended:


HAV is an abbreviation for Hepatitis A Vaccine. HAV is recommended for all children 12 months through 18 years of age.

HBV is an abbreviation for Hepatitis B Vaccine. HBV is routinely recommended for all children up to 19 years of age.

DTaP is an abbreviation for Diphtheria, Tetanus and cellular Pertussis. The following vaccines are acceptable as DTaP equivalents: DTP, DTaP, DT, Td, or any combination including these, such as DTP-Hib, DTP-HBV, DTaP-Hib, etc.

The following vaccines are acceptable as Polio equivalents: OPV, IPV, eIPV, or any combination including these such as DTP-IPV, etc.

PCV7 is an abbreviation for Seven Valent Pneumococcal Conjugate Vaccine. PCV7 is required as part of the Daycare/Headstart Immunization Requirement for children less than 24 months of age. PCV7 will not be included in a child's LINKS forecast past 24 months of age unless a child is considered high risk.

	Agency Name	Office of Family Support (OFS)
	Chapter No./Name	04 – Family Assistance Manual (FAM)
	Part No./Name	B. Eligibility Factors (FITAP)
	Section No./Name	B-700 Immunization (FITAP)
	Document No./Name	B-710-FITAP Immunization
	Effective Date	November 1, 2016

MMR is an abbreviation for Measles, Mumps and Rubella. The following vaccines are acceptable as MMR equivalents: MMR, Measles + Mumps + Rubella, or any combination that includes these, such as MMRV, MMR-Varicella, etc.

VAR is an abbreviation for Varicella. All susceptible children who are at least 12 months old through 18 years of age are eligible.

Tdap is an abbreviation for Tetanus and Diphtheria Toxoids and Acellular Pertussis Vaccine.

HPV is an abbreviation for Human Papilloma Virus Vaccine. The first dose of the HPV vaccine is administered to females 11-12 years of age. The second dose is administered two months after the first dose and the third dose is administered six months after the first dose.

MCV4 is an abbreviation for Meningococcal Conjugate Vaccine. This vaccine should be administered to all children 11-12 years of age, with a booster dose on/after age 16.

Seasonal vaccine:


Flu is an abbreviation for the Influenza Vaccine. The Flu shot is considered “seasonal” by OPH and is normally only available for distribution during November and December. Therefore, this vaccine is not included as a recommended immunization on the chart or on the LINKS forecast. The Flu shot is recommended annually for all children age six months or older until the age of fifty-nine months. It is also recommended for children age fifty-nine months and older with certain risk factors (including but not limited to asthma, cardiac disease, sickle cell disease, HIV and diabetes) and other persons (including household members) in close contact with persons of high risk.

Example:

A redetermination is completed in August 2015. There are 3 children in the assistance unit.

Sharon is 16 months old. According to the schedule it is recommended that she have 4 DTaP vaccines, 4 Hib vaccines, 3 Polio vaccines, 3 HBV vaccines, 4 PCV7 vaccines, 3 RV vaccines, 1 MMR vaccine, 1 Var vaccine, and 1 HAV vaccine to be up to date on immunizations. Her immunization card shows that she has received all vaccines required for her age.

Susan is 9 years old and is enrolled in school. Although Susan is enrolled in school, the client is not sure that she has received all required immunizations. According to the schedule, it is recommended that she have 5 DTaP vaccines, 4 Hib vaccines, 4 Polio vaccines, 3 HBV vaccines, 2 MMR vaccines, 2 Var vaccines, 4 PCV7 vaccines, 3 RV vaccines, and 2 HAV vaccines to be up to date on immunizations. Her immunization card shows that she has had 4 DTaP vaccines, 3 Polio vaccines, 2 MMR vaccines, 4 Hib vaccines, 3 HBV vaccines, and 1 Var vaccine. The client provides a statement from the Health Unit that she has completed the immunization process. Although she has not received all the vaccines listed, the statement from the Health Unit is sufficient to verify immunizations are up to date.

	Agency Name	Office of Family Support (OFS)
	Chapter No./Name	04 – Family Assistance Manual (FAM)
	Part No./Name	B. Eligibility Factors (FITAP)
	Section No./Name	B-700 Immunization (FITAP)
	Document No./Name	B-710-FITAP Immunization
	Effective Date	November 1, 2016

Thomas is 12 years old and is enrolled in school. The client states that Thomas has received all required immunizations. No further verification is necessary.

For additional information concerning recommended immunizations, refer to <http://www.shotsfortots.com>.

B-712-FITAP - PO VERIFICATION

Verification sources may include hospital, clinic, Health Unit, school, medical records, private physician's records, Request for Verification of Immunization form (OFS IM), or [Louisiana Immunization Network for Kids Statewide \(LINKS\)](#)

B-712-1- FITAP - PO [Louisiana Immunization Network for Kids Statewide \(LINKS\)](#) Participants

The Louisiana Department of Health and Hospitals, Office of Public Health, Immunization Program provides an internet website that allows designated users to view immunization records for patients in the LINKS Central Registry. The website is: <https://linksweb.oph.dhh.louisiana.gov>. If a client moves within Louisiana, any participating provider, parish health unit, or designated user in the parish office may retrieve a child's immunization record. All children's immunization records may not appear on the website because a provider may not participate in the LINKS Program or a parent may not want to share their child's information.

The LINKS website provides the following information: child's full name, date of birth, gender, mother's maiden name, guardian's first name (when applicable), address, phone number, immunization record and other information which may determine eligibility for free vaccines.


If the LINKS Patient Vaccination Summary printout indicates "up-to-date", the child is considered to be in compliance with the immunization requirement. The LINKS printout should be accepted without further verification.

An explanation of the LINKS terms Due Now, Past Due and Up-to-Date are as follows:

- Due Now - As of today's date, the patient's age falls between the recommended minimum age and recommended maximum age for this dose and the absolute minimum interval has been met since last dose.
- Past Due - As of today's date, the recommended maximum age or the recommended maximum for this dose has passed. (30 days after the date due which is the child's birthday).
- Up-to-Date - As of today's date, the patient is not due or past due.

B-712-2-FITAP - PO Non-LINKS Participants

Refer to [B-712-2-PR](#) for the procedure staff must follow regarding Non-LINKS Participants.

	Agency Name	Office of Family Support (OFS)
	Chapter No./Name	04 – Family Assistance Manual (FAM)
	Part No./Name	B. Eligibility Factors (FITAP)
	Section No./Name	B-700 Immunization (FITAP)
	Document No./Name	B-710-FITAP Immunization
	Effective Date	November 1, 2016

II. PROCEDURES

At initial application, redetermination, and when assistance is requested for an additional child:

- advise the client of the immunization requirement,
- determine and verify each child's immunization status.

For school-aged children:

- accept the client's statement made verbally *** that the child has had all required immunizations if the client states that the child is currently enrolled in school. Document this information in the Wizard.

For all other children:

- review LINKS to determine what action is necessary on the part of the client to meet the requirement. For example, does the client need to make an appointment to have the child immunized or does the client only need to submit verification of the child's immunization record?
- advise the client in writing of the above,
- give the client 10 days to complete the needed activities and submit verification.


If verification is received that the child's immunizations are up-to-date or in progress, document the form [CR 9](#).

If verification is not received or if verification shows the child is not up-to-date or in progress:

- contact the client to determine the reason,
- offer the client assistance in making arrangements for:
 - obtaining needed immunization(s) and/or
 - obtaining needed verification.

If the client fails to cooperate or provide requested immunization or sufficient verification for any child included in the assistance unit, clearly document the offer of assistance in the case record, and:

- at application, the application must be rejected.
- for certified cases, the case must be closed and remain closed for at least one month and until all children are in compliance.

	Agency Name	Office of Family Support (OFS)
	Chapter No./Name	04 – Family Assistance Manual (FAM)
	Part No./Name	B. Eligibility Factors (FITAP)
	Section No./Name	B-700 Immunization (FITAP)
	Document No./Name	B-710-FITAP Immunization
	Effective Date	November 1, 2016

- Work-eligible families: apply the appropriate STEP sanction occurrence and reason.
- Families that are not work-eligible: close the case using the appropriate closure code. The case must remain closed for at least one month and until the child meets the immunization requirements.

B-711-FITAP - PR IMMUNIZATION SCHEDULE

Compare the immunization verification obtained to the immunization schedule as outlined in the chart in Section I based on the child's age.

B-712-FITAP - PR VERIFICATION

Staff must verify immunizations are up-to-date or in progress:

- at the initial application,
- when assistance is requested for an additional child,
- at redetermination, or
- at the midpoint of a 24 month certification period.

B-712-1-FITAP - PR [Louisiana Immunization Network for Kids Statewide \(LINKS\)](#) Participants

Each parish office has two individuals who have access to the [LINKS](#) website. One person serves as the primary user and another serves as back-up. If the primary user leaves or changes employment with DCFS, the parish manager must notify DHH. This user's identification number must be deactivated. DHH will provide the name of the person to contact in such an event. If the back-up user departs, the primary user has all the responsibility for verifying immunization until another back-up is named. DHH must be notified of the change.


B-712-2-FITAP - PR Non-LINKS Participants

If a child's health care provider is not a participant of the LINKS program or a parent or caretaker refuses to share their child's information through LINKS, staff must:

- request sufficient verification, or
- provide form [OFS IM](#) to the client for completion.

B-713-FITAP - PR DOCUMENTATION

Document verification of immunization or any exceptions to this requirement on form [CR 9](#). A copy of

	Agency Name	Office of Family Support (OFS)
	Chapter No./Name	04 – Family Assistance Manual (FAM)
	Part No./Name	B. Eligibility Factors (FITAP)
	Section No./Name	B-700 Immunization (FITAP)
	Document No./Name	B-710-FITAP Immunization
	Effective Date	November 1, 2016

the immunization record, or form [OFS IM](#) must be scanned into OnBase. Completion of the [CR 9](#) is optional if the child's immunization records are complete and up-to-date on LINKS and the current LINKS Patient Vaccination Summary printout is scanned into OnBase and includes the worker's signature or digital signature and the date the printout was reviewed.

* Completion of the [CR 9](#) is optional for school-aged children if the client states verbally that the child has had all required immunizations and the child is currently enrolled in school and this information has been documented in the Wizard. **

Document all activities justifying case closure or rejection due to failure to comply. This documentation should include all offers of assistance made to the client and the client's response or lack of response to the offers of assistance.

III. FORMS AND INSTRUCTIONS

[CR9 Form/Instructions Immunizations Record](#)

[OFS IM Form/Instructions Request for Verification of Immunizations](#)

IV. REFERENCES

[Louisiana Administrative Code – Title 67 Social Services, Subpart 2- Chapter 12: Family Independence Temporary Assistance Program, Subchapter B – Conditions of Eligibility](#)

[Louisiana Administrative Code – Title 67 Social Services, Subpart 12- Chapter 51: Child Care Assistance Program, Subchapter A – Administration, Conditions of Eligibility, and Funding](#)