



Administrative Policies and Procedures: 23.08

Subject Families First Immunizations and Health Checks

Approved by 

Approval Date: 01/29/2018

Effective Date: 02/15/2018

Authority Tenn. Code Ann. § 71-3-104
Tenn. Rules & Regs. 1240-01-47-.17

Application Family Assistance Staff

Policy Statement

Parents and/or caretakers shall ensure that all assistance unit (AU) children receive required immunizations and health checkups and provide verification at each Families First application and renewal. Failure to provide proof of up-to-date immunizations and health checkups will result in sanctions applied to the AU's cash payment.

Purpose

The purpose of this policy is to outline the immunization and health checkup requirements, detail penalties for non-compliance, and to assist in removing barriers to employment by ensuring that AU children are healthy.

Procedures

A. Immunizations

All minor children in the AU, including children who are excluded from the grant, must have current immunizations and continue to receive all required immunizations. Tennessee follows the Centers for Disease Control and Prevention (CDC) guidelines for immunizations.

1. [Recommended Immunizations for Children from Birth Through 6 Years Old](#)
2. [Recommended Immunizations for Children 7-18 Years Old](#)

B. Health Checkups

All minor children in the AU, including children who are excluded from the grant, must have health checkups that at a minimum follow the [Early Periodic Screening, Diagnosis, and Treatment \(EPSDT\) schedule](#) located at the Tennessee Department of Health (TDH) website.

C. Exceptions	Children will be exempt from the immunization or health check requirement if: <ol style="list-style-type: none">1. The child's physician or TDH provides a signed and dated statement giving a medical reason why the child should not be given a specified immunization; or2. The child's caretaker/parent makes a clear statement that such immunizations or health checks conflict with the customer's religious tenets and practices.
D. Good Cause	Good cause may be granted when there is a delay in obtaining an immunization or health checkup. Proof of the good cause reason must be provided along with an expected time frame for completion of the requirement. Examples of good cause reasons for delay may be located on the collateral document Families First Good Cause for Non-Compliance .
E. Verifications	Immunizations and health checkups will be verified by the following: <ol style="list-style-type: none">1. Health Department records;2. Shot records;3. Medical records; or4. Statement from a physician.5. Enrollment in a public school or a licensed child care facility is presumptive verification of <u>immunizations</u> only.
F. Sanctions for Noncompliance	The penalty for non-compliance is: <ol style="list-style-type: none">1. An AU that fails to meet this requirement for one child or all children in the AU and does not have good cause will have a twenty percent (20%) sanction applied to the AU cash payment.2. The twenty percent (20%) sanction will apply when the AU fails to comply with either or both the immunizations and/or health check requirements.3. The sanction will remain in effect until the AU is in compliance with the immunization and/or health check requirements.4. The budget will have the twenty percent (20%) reduction removed the first possible month after compliance with the requirements is verified.5. Failure to comply with this requirement will not result in case closure or application denial.
Forms	None
Collateral Documents	Recommended Immunizations for Children from Birth Through 6 Years Old Recommended Immunizations for Children 7-18 Years Old Early Periodic Screening, Diagnosis, and Treatment (EPSDT) schedule Families First Good Cause for Non-Compliance

Additional Resources [Families First Immunization and Health Check Procedures](#)

Retention of Records Pending

Glossary

Term **Definition**

None

Acronyms

Abbreviation **Expansion**

AU Assistance Unit

CDC Centers for Disease Control

EPSDT Early Periodic Screening, Diagnosis, and Treatment

TDH Tennessee Department of Health

- Supersedes**
- Policy 23.18 Families First Requirement for Immunizations and Health Checks effective 7/1/16
 - Families First Online Policy Manual Chapter 24
 - Families First Handbook pages 75-80
 - Bulletins
 - FA-12-02 as it applies to Immunizations and Health Checks
 - FA-11-09
 - FA-01-21
 - Families First Q&As
 - December 2007 #62 As it applies to Immunizations and Health Checks
 - December 2007 #63
 - Policy Clearances
 - May-June 2012 #5