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:

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; or

2. 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:

1. Health Department records;
2. Shot records;
3. Medical records; or
4. Statement from a physician.
5. Enrollment in a public school or a licensed child care facility is presumptive verification of immunizations only.

F. Sanctions for Noncompliance

The penalty for non-compliance is:

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