



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor  
**MANDY COHEN, MD, MPH** • Secretary  
**MARK T. BENTON** • Assistant Secretary for Public Health  
Division of Public Health

December 10, 2019

**Memorandum**

**TO:** Child Care Operators/Head Start Directors

**FROM:** Wendy Holmes, RN, Head <sup>WH</sup>  
Immunization Branch

**SUBJECT:** Annual Child Care Immunization Report

The purpose of this memo is to notify child care operators/Head Start directors of the 2019 annual immunization reporting requirements. North Carolina Immunization law requires all licensed childcare facilities as defined in G.S. 110-86(3) to file an annual immunization report on children, newborn through preschool-age. This report is used to determine the number of children who meet state immunization requirements under 10A NCAC 41A.0401, thereby ensuring that children in attendance at your child care facility are protected against vaccine-preventable diseases.

Reports may be submitted electronically by visiting <http://bit.ly/2019ChildcareReport> and clicking on the blue "Next" button. If you do not have internet access and need to mail in your report, please contact the Immunization Branch at 919-707-5595. Instructions and report worksheets to assist with completing the report are available on our website at <https://immunize.nc.gov/schools/childcare.htm>. If you have submitted a prior version of this report for the 2019 reporting period, we ask that you resubmit your report electronically. The 2019 version of the annual child care immunization report is the only report that will be accepted. Retain a copy of the completed annual report and report worksheet and send a copy of each to the Vaccine Coordinator at your Local Health Department. Remember, do not send child specific information by email. A statewide directory of local health departments is available at [ncdhhs.gov/divisions/public-health/county-health-departments](http://ncdhhs.gov/divisions/public-health/county-health-departments).

**Only one current report will be accepted per child care facility, per report period. All reports must be submitted electronically, or post marked by midnight, Tuesday, December 31, 2019. Reports will not be accepted after that date.** All mailed reports should be sent to: N.C. Department of Health and Human Services Division of Public Health Immunization Branch 1917 Mail Service Center Raleigh, NC 27699-1917.

**REMEMBER:** Please do not report on children born on or after December 01, 2019, children who only attend before and/or after school, or children who are enrolled in elementary school full time. **If you have no children enrolled or your center is closed, you still need to submit a report. This will ensure your center or home is counted and not considered delinquent or missing.** For NC Pre-K and Head Start programs, include all children who attend full time, and do not include children who were reported on the Annual Kindergarten Immunization Report.

(continue on back page)

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH. IMMUNIZATION BRANCH

LOCATION: 5601 Six Forks Road, Building 2, Raleigh, NC 27609  
MAILING ADDRESS: 1917 Mail Service Center, Raleigh, NC 27699-1917  
www.ncdhhs.gov • TEL: 919-707-5550 • FAX: 919-870-4824

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**Tips for success:**

Read the instructions for the 2019 Annual Child Care Immunization Report and on the Age Worksheets before starting the report.

Complete the report as soon as possible. If you have additional questions about this report, please email [Immunization.Reports@dhhs.nc.gov](mailto:Immunization.Reports@dhhs.nc.gov), or call 919-707-5595.

**FREQUENTLY ASKED QUESTIONS:**

**Q: Why is this report required?**

A: Child care facilities are required by law [G.S. 130A-155(c)] to submit the requested information annually. It is also a licensing requirement. If a vaccine-preventable disease outbreak occurs; this report will help to identify the children who are most at risk for contracting the disease. You may be contacted if this report is not received or is received after the due date of December 31.

**Q: What happens if a parent/guardian does not submit their child’s immunization records within 30 days of attendance?**

A: The child should not be permitted to attend child care until the required immunizations have been obtained. [G.S. 130A-155(a)].

**Q: Do I need to get a new immunization record from all parents?**

A: The child care facility should confirm with the parent they have an up to-date immunization record on file within 30 days of their first attendance.

Thank you for your support of children’s health and childhood immunizations. If you have questions about the immunization reporting process, please contact the N.C. Immunization Branch at 919-707-5595 or [Immunization.Reports@dhhs.nc.gov](mailto:Immunization.Reports@dhhs.nc.gov).

Attachments

cc: Local Health Directors  
Regional Immunization Consultants  
Child Care Health Consultants  
Amy Petersen