



CITY OF PHILADELPHIA

September 1, 2022

Dear Child Care Provider:

The Pennsylvania Department of Health conducts an annual immunization records review from a randomly selected sample of child care facilities. We construct our sample by using the Department of Human Services' list of child care group settings. This year, your facility has been included in our sample for review.

The goal of this review is to ensure that all children in Pennsylvania receive their required immunizations and are protected against vaccine preventable diseases. During the review, we will examine the immunization histories for all children enrolled at your facility and validate their completeness. Per the regulations for childcare facilities, all ACIP recommended vaccines are required for children unless an exemption is on file.

On the day of the review I will need access to the Child Health Assessment Form (CD 51) for all children enrolled in your facility who are 2 months through 59 months of age, with a **date of birth from 9/2/2017 – 7/1/2022.**

You may send me this information in one of the following ways:

- Fax the forms to our offices at 215-238-6948 (Tanya Jones) or 215-238-6944 (Nichole Taylor)
- Request a representative of Philadelphia Department of Public Health (PDPH) retrieve the forms from your center.
- You or your staff may deliver the forms to
 - ❖ Philadelphia Department of Public Health (PDPH)
1101 Market Street, 12th Floor
Philadelphia, PA 19107
- Mail the forms to the offices of Philadelphia Department of Public Health (PDPH), 1101 Market Street, 12th Floor, Philadelphia, PA 19107
 - ❖ If you elect to mail the CD51 forms to PDPH please ensure they are mailed using United States Postal Service (USPS) Registered Mail or Express Mail; Federal Express (FedEx); or United Parcel Service (UPS) ensuring the package is traceable and delivery confirmation is available.

The deadline to submit requested information is September 30, 2022.

Thank you for your time and attention to this matter.

Sincerely,

Tanya Jones
Community Based Outreach Coordinator
Philadelphia Department of Public Health
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