

Dear Administrators:

Thank you for your continued efforts in New York State's COVID-19 Vaccine Program. As New York continues to advocate for more doses from the federal government, I want to clarify some information to explain allocations moving forward.

To ensure efficient and prompt administration of vaccine, future allocations will only be given to providers who have administered 95% or more of their allocations to date. If any provider has more than 5% of their total allocation in inventory, they will not be eligible for an allocation the following week.

Allocations made by the state are based on **1)** the performance of the provider, and **2)** the federal allocation. For certain providers, such as pharmacies and Local Health Departments, the percentage of priority populations in the area is also a factor.

Administrators are reminded that any weekly planning request is not guaranteed. New York is not only constrained by allocations from the federal government, but is focusing on allocating to those providers whose throughput is highest. Appointments should not be pre-booked based on an assumption the weekly planning request will be met. **Do not** book appointments until you hear from the state regarding your estimated allocation for the following week. Cancellations will be prevented if appointments are booked based only on estimated allocations, and not weekly planning requests, which are not guaranteed.

Any weekly planning requests submitted should be for **one-week increments**. Uncertainty of allocation from the federal government prevents New York from being able to accept any planning requests beyond one week, and prevents the state from guaranteeing that any planning request can be met in full.

Due to continued confusion regarding the pre-booking process, the NYS Department of Health will be providing clarification on the process and terminology to be used on a go forward basis.

Please be further reminded that you are attesting to the truthfulness of any information reported both the NYS Vaccine Tracker, and NYSIIS/CIR, as applicable, under penalty of law. All information reported, including vaccine inventory on hand, must be true and accurate.

If our vaccinating providers succeed, New York succeeds. Thank you for your continued dedication to an efficient and equitable vaccine program for all New Yorkers.