



New Jersey Hot Shots for Tots Official Submission Form

Instructions: Please use this form to submit all required documentation to the New Jersey Department of Health no later than **June 3, 2024**. You must submit each of the items listed below to be eligible. Documentation submitted without this cover sheet will not be accepted. *All items should be submitted at the same time, please do not send items individually.*

Name of Child Care Facility	
Location (with complete address)	
Contact Name	
Contact Phone	
Contact Email	

When submitting your documentation, please include the following:

- Submission Form
- Activity Log
- Event Activity Forms
- Any other corresponding documentation (e.g. copy of policy, lesson plan)

This information can be mailed, emailed, or faxed to:

**New Jersey Department of Health
Vaccine Preventable Disease Program
ATTN: NJ Hot Shots for Tots
PO Box 369
Trenton, NJ 08625-0369**

Fax: 609-826-4866

Email: Jenish.Sudhakaran@doh.nj.gov

Alternatively, you can submit your Hot Shots for Tots (HSFT) paperwork through the Department of Health’s HSFT SharePoint library. Within a few weeks of registering for the campaign, you will receive an email from a Hot Shots for Tots team member (Jenish Sudhakaran, Jennifer Smith, or Elisa Rossetti) with a link to your school electronic folder. You can use this folder to upload all your HSFT materials. Please refer to the HSFT kickoff webinar for details on the submission process.

NOTE/UPDATE: If you choose to upload your documents in the NJDOH HSFT SharePoint Library, you will need to have a facility email address (e.g. ttaylor@abcpreschool.com); township address (e.g. janedoe@glotwp.com) or county address (e.g. johndoe@mdlsc.com) to receive an invite to your school folder for uploading your documents.