



## 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 2, 2025**. 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 unless you are using your SharePoint folder.*

<b>Name of Child Care Facility</b>	
<b>Location (with complete address)</b>	
<b>Contact Name</b>	
<b>Contact Phone</b>	
<b>Contact Email</b>	

When submitting your documentation, please include the following:

- Submission Form
- Activity Log
- Event Activity Forms
- Any other corresponding documentation (e.g. lesson plan, blank exemption form, thank you card, etc.)

This information can be submitted through your HSFT SharePoint folder, 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](mailto:Jenish.Sudhakaran@doh.nj.gov)