

## MnVFC Announcement

Date: Oct. 6, 2026

To: MnVFC Providers

From: MnVFC Program

Re: **MnVFC Annual Re-enrollment for All Enrolled Sites**

Please route to:

- Clinical supervisor
- Medical director
- Clinic manager
- Clinic staff
- Pharmacy
- Vaccine staff

### Policy and Procedures Manual and required training

The 2027 MnVFC Policies and Procedures Manual is now available as both a printable PDF and in an online format on [MnVFC Policies and Procedures Manual](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/pp/index.html) ([www.health.state.mn.us/people/immunize/hcp/mnvfc/pp/index.html](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/pp/index.html)). Hard copies will **NOT** be mailed out this year.

- You are strongly encouraged to print the manual to have available at your clinic site.
- Signature pages must be either printed or stored electronically and easily accessible during a site visit.
- Sites are required to have a printed copy of an emergency vaccine management plan available since online versions will not be accessible during a power outage.

The vaccine coordinator and backup vaccine coordinator at each enrolled site must complete the following by Nov. 30:

1. Read the 2027 MnVFC Policies and Procedures Manual and sign the signature page, certifying that they have read the manual.
2. Complete the MnVFC online training. Access to the MnVFC Program Annual Online Training for 2027 is available on [MnVFC Required Reports and Trainings](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html) ([www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html)).
  - If you are unsure whether you already have an account in the MDH Learning Center, don't remember your password, your email address has changed, or you are working somewhere new, contact [health.mnvfc@state.mn.us](mailto:health.mnvfc@state.mn.us) before creating a new account. Someone can help you login.

### Required forms

Your site's vaccine coordinator, backup vaccine coordinator, and system-level MnVFC contact (if applicable) will receive an email with links to all required re-enrollment forms. If it's not received by Oct. 9, email us at [health.mnvfc@state.mn.us](mailto:health.mnvfc@state.mn.us).

Sites will need to submit the following forms by Nov. 30:

- The annual report on the number of immunized pediatric patients.
  - If your site redistributes vaccine to satellite sites, you must submit one annual report that includes the data for those satellite sites.
  - If your site has a system-level MnVFC contact, they may be responsible for submitting this report for all sites in your system. Connect with the appropriate contacts in your organization to confirm who is completing this requirement.
  - If you report dose-level eligibility (DLE) in MIIC, you can produce a portion of your required annual report using MIIC. Visit [MnVFC Reports in MIIC](http://www.health.state.mn.us/people/immunize/miic/train/mnvfcreport.pdf) ([www.health.state.mn.us/people/immunize/miic/train/mnvfcreport.pdf](http://www.health.state.mn.us/people/immunize/miic/train/mnvfcreport.pdf)) for step-by-step instructions.

## MNVFC ANNOUNCEMENT

- MnVFC annual contact and address verification form to verify and update contact information for all sites.
- Replacement method sites will also be emailed a link to complete the *Replacement Method of Vaccine Management Agreement*.

### **MnVFC policy updates for 2027**

- As a MnVFC-enrolled site, all ACIP-recommended vaccines must be offered. Routine ACIP-recommended vaccines should be stocked at all sites. There should be a plan to help patients access non-routine ACIP-recommended vaccines (e.g. COVID-19, mpox, PPSV23, maternal RSV). This plan must be documented in your Routine Vaccine Management Plan.
- Each MnVFC site must have access to at least one readily available backup continuous temperature monitoring device that can be obtained in a reasonable amount of time that has a valid Certificate of Calibration.
- It is now required that the probe for the temperature monitoring system be in buffered material (e.g., biosafe glycol).
- Report temperature excursions to the MnVFC program by completing the [MnVFC and UUAV Temperature Excursion Form \(https://redcap.health.state.mn.us/redcap/surveys/?s=7ADPY3EN73A8993T\)](https://redcap.health.state.mn.us/redcap/surveys/?s=7ADPY3EN73A8993T) and our staff will follow-up with you on next steps.

MnVFC Program  
651-201-5522 or 1-800-657-3970  
[www.health.state.mn.us/vfc](http://www.health.state.mn.us/vfc)  
[health.mnvfc@state.mn.us](mailto:health.mnvfc@state.mn.us)