

MnVFC Announcement

Date: October 9, 2025

To: MnVFC Providers

From: MnVFC Program

Re: **Annual Re-enrollment Due Nov. 30**

Please route to:

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

It is time for all enrolled sites to complete the annual re-enrollment process for the Minnesota Vaccines for Children (MnVFC) program.

Required training

The new 2026 MnVFC Policies and Procedures Manual is now available on [MnVFC Required Reports and Trainings \(www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html\)](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html). Hard copies will be mailed out later this month. The vaccine coordinator and backup vaccine coordinator at each enrolled site must complete the following by Nov. 30:

- Read the [2026 MnVFC Policies and Procedures Manual \(www.health.state.mn.us/people/immunize/hcp/mnvfc/mnvfcpp.pdf\)](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/mnvfcpp.pdf) and sign the signature page, certifying that they have read the manual.
- Complete the MnVFC online trainings.
- Access to the MnVFC Program Annual Online Training for 2026 is now available on [MnVFC Required Reports and Trainings \(www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html\)](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html).
 - If you need to verify whether or not you already have an account setup in the MDH Learning Center, or if you need to reset your password for the Learning Center, send an email to health.mnvfc@state.mn.us.

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 the required re-enrollment forms. If your site contacts do not receive an email by Oct. 14, email us at health.mnvfc@state.mn.us. Sites will need to submit the following forms by Nov. 30:

- **MnVFC Provider Agreement:** This must be completed and signed by each site's medical director every two years.
- The annual report of 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 \(www.health.state.mn.us/people/immunize/miic/managevax/mnvfcreport.pdf\)](http://www.health.state.mn.us/people/immunize/miic/managevax/mnvfcreport.pdf) for step-by-step instructions.
- **MnVFC annual contact and address verification form:** This form is used to verify and update our contact information and addresses for all sites.
- Replacement method sites will also be emailed a link to complete the **Replacement Method of Vaccine Management Agreement**.

MnVFC requirement updates for 2026

- Separate stock sites are not required to maintain a full stock of all Advisory Committee on Immunization Practices (ACIP) recommended vaccines for non-MnVFC-eligible patients if they do not plan to offer all ACIP-recommended vaccines to this population. This guidance includes, but is not limited to, RSV monoclonal antibody products. If a separate stock site MnVFC provider does not carry privately purchased stock, they are not permitted to use MnVFC stock on non-MnVFC-eligible patients.
- Each MnVFC site must have at least one readily available backup continuous temperature monitoring device on site that has a valid Certificate of Calibration.
- Sites are not required to offer COVID-19 vaccines but must have a plan of where to direct those who would like to receive the vaccine.
- Underinsured eligibility criteria have been expanded to include insurance that does not provide first dollar coverage (which includes copays, coinsurance, or deductibles) for ACIP-recommended vaccines.
- If you receive a shipment outside of your shipping window, call McKesson or Merck (depending on the vaccine) to report.
- Contact the MnVFC program at health.mnvfc@state.mn.us if your Medical Director changes as they will need to sign a new Provider Agreement.

MnVFC Program

651-201-5522 or 1-800-657-3970

www.health.state.mn.us/vfc

health.mnvfc@state.mn.us