

MnVFC Announcement

Date: October 8, 2024

To: MnVFC Providers

From: MnVFC Program

Re: **MnVFC Annual Re-Enrollment due November 30 and New MnVFC Requirements**

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 MnVFC program.

Required training

The new 2025 MnVFC Policies and Procedures Manual is now available on our website at [MnVFC Required Reports and Trainings \(www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html#sepstock\)](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html#sepstock). Hard copies will be in the mail later this month.

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

1. Read the 2025 MnVFC Policies and Procedures Manual and sign the signature page, certifying that they have read the manual.
2. Complete the MnVFC online training
 - a. The 2025 MnVFC training is now available on our website at [MnVFC Required Reports and Trainings \(www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html#sepstock\)](http://www.health.state.mn.us/people/immunize/hcp/mnvfc/required.html#sepstock).
 - b. Print the certificate available at the end of the training and keep it with your MnVFC paperwork. Have it available for site visits.

Required forms

Your site's vaccine coordinator, backup vaccine coordinator, and system-level MnVFC contact (if applicable) will receive one email with links to all the required re-enrollment forms. If your site contacts do not receive an email by Oct. 12, email us at health.mnvfc@state.mn.us.

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

1. The annual report of the number of immunized pediatric patients.
 - a. If your site redistributes vaccine to satellite sites, you must submit one annual report that includes the data for those satellite sites.
 - b. If your site has a system-level MnVFC contact, they may be responsible for submitting this report for all sites in your system. Please connect with the appropriate contacts in your organization to confirm who is completing this requirement.
 - c. If you report dose-level eligibility (DLE) in MIIC, you can produce a portion of your required annual report using MIIC. Visit our guide [MnVFC Reports in MIIC \(PDF\) \(www.health.state.mn.us/people/immunize/miic/managevax/mnvfcreport.pdf\)](http://www.health.state.mn.us/people/immunize/miic/managevax/mnvfcreport.pdf) for step-by-step instructions.
2. MnVFC annual contact and address verification form
 - a. 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. Note that all sites signed a MnVFC Provider Agreement last year, and it is required every two years, so you will not need to sign a new one until next Fall.

MnVFC requirement updates for 2025:

- As a MnVFC-enrolled site, you must offer all ACIP-recommended vaccines for your patient population, including access to non-routine vaccines as appropriate. This includes COVID-19 vaccine and nirsevimab, if appropriate for your population. Sites will have until August 31, 2025, to have private stock of COVID-19 vaccine and nirsevimab unless they serve only VFC eligible children and no privately insured children.
- Non-U.S. citizen children are MnVFC eligible if they meet the basic VFC eligibility criteria. Additionally, while citizenship is not a requirement for VFC eligibility, VFC vaccines are not intended to be used for children who are simply visiting the United States, temporarily traveling in the United States or tourist.
- An immunization information statement should be provided prior to administration of nirsevimab. If a COVID-19 vaccine information statement has not been published or made available by CDC for the COVID-19 vaccine product being administered, providers should provide information prior to COVID-19 vaccination as follows: emergency use authorization (fact sheet for recipients, emergency use instructions, or BLA package insert, as applicable).
- If a provider administers MnVFC vaccines to a Medicaid VFC-eligible child from a neighboring state, the provider must be Medicaid-enrolled for the child's state of residency to receive administration fee reimbursement from that Medicaid program.
- If VFC seasonal influenza, COVID-19, or RSV vaccines stock is not yet available, private seasonal stock may be borrowed for VFC-eligible children and replaced when VFC vaccine becomes available. This one-directional borrowing is unique to seasonal influenza, COVID-19, and RSV vaccine.

MnVFC Program
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