

Date: July 7, 2025
To: Vaccines for Children (VFC) Program Providers
From: Jessica Schultz, VFC Program Manager
Re: Required annual VFC Program Re-enrollment due by July 25, 2025

Thank you for your participation in the Iowa Vaccines for Children (VFC) Program. The VFC Program requires each VFC Provider location to re-enroll annually. **This year's re-enrollment period is July 7 – 25, 2025.** Each VFC Provider location must complete three steps in the following order:

Step 1: Primary vaccine and backup vaccine coordinators complete required provider training,

Step 2: Using IRIS Instructions, review and update the organization's contacts and providers practicing at facility in IRIS, and

Step 3: Complete the VFC Re-Enrollment Form in IRIS (*no paper forms to be completed*).

Required Provider Training:

The Centers for Disease Control and Prevention (CDC) requires the primary vaccine coordinator and backup vaccine coordinator to complete annual training. Completion of the CDC web-based modules, [You Call the Shots](#), satisfies the requirement. The two modules listed are required prior to completing the re-enrollment form in IRIS:

1. [Vaccine Storage and Handling - Jan 2025](#)
2. [Vaccines for Children \(VFC\) - Jan 2025](#)

Continuing education credit and certificates of completion are available through the [CDC TRAIN](#) website upon completion of the modules. Other clinic staff are encouraged to complete the modules but are not required for re-enrollment.

The Iowa VFC Program requirements vary slightly from the CDC [You Call the Shots](#) modules. One example is the Iowa VFC program requirement for twice daily temperature documentation. Refer to the [VFC Operations Guide](#) for all Iowa program requirements.

IRIS Admin User Access Required:

Only IRIS Admin users have access to complete VFC re-enrollment in IRIS. To add additional Admin Users, complete the [IRIS Site Enrollment Form](#), which can be found under the "Forms" tab of IRIS. Send the completed form to the Iowa Immunization Program as indicated on the form. Current IRIS users with Admin Access do not need to resubmit the IRIS Site Enrollment Form.

Re-enrollment is completed in IRIS:

VFC Providers must complete the re-enrollment process in the Immunization Registry Information System (IRIS). Providers must follow the provided IRIS instructions. The Iowa VFC Program does not

accept paper forms for re-enrollment. **VFC Providers should not fax or email re-enrollment forms to the Iowa VFC Program.**

Please complete the required trainings and VFC re-enrollment process by **July 25, 2025**. Failure to complete the re-enrollment process by the due date will result in suspension from the VFC Program, and the inability to place VFC vaccine orders in IRIS.

Questions regarding the VFC Program re-enrollment process can be directed to the Iowa VFC Program at 1-800-831-6293 or email iowaVFC@hhs.iowa.gov.