



*We heal and inspire the human spirit.*

# Provider Guide: Requesting Additional VFC Vaccine Doses

## Vaccine Ordering

### How the California Vaccines for Children Program (VFC) Determines Order Size

- VFC bases the recommended order size on the doses the clinic reported as used in the last cycle.
- *Example: If 10 doses were used, VFC will suggest ordering 10 to replenish inventory.*

### When You Need More Doses

- If clinic demand has increased (e.g., extended hours, more providers, back-to-school season), you can request additional doses.
- Place justification directly on the order in the documentation area after entering quantities.
- *Example: If your clinic expects to use 50 doses, order 50 and document that you are operating at this level.*

### Approval Process

- A VFC representative will review the justification and decide whether to approve the request.
- Providers generally do not face issues getting an increased inventory during higher demand times (e.g., back-to-school).

### Documentation Examples

- Include specific notes such as “Increase due to back-to-school demand” or “expanded clinic hours” when requesting more than the recommended order.

### Who To Contact

VFC Field Representatives are listed online: [eziz.org/vfc/field-reps](https://eziz.org/vfc/field-reps)

## Helpful Resources

### VFC Program

#### Phone

877-243-8832

Monday - Thursday: 9AM-4:30PM

Friday: 9AM-4PM

#### Email

[MyVFCVaccines@cdph.ca.gov](mailto:MyVFCVaccines@cdph.ca.gov)

#### Fax

877-329-9832

### California Department of Public Health (CDPH)

CDPH Bi-Weekly provider calls include updates on VFC ordering and other immunization topics. If unable to attend live, archived slides and recordings are available [here](#).

### California Vaccines for Children (VFC) Program

[2025 Program Participation Requirements at a Glance](#)

[Vaccine Administration Job Aids](#)

[Clinic Resources](#)