



## **IMMEDIATE ACTION REQUIRED: Complete Your 2024 VFA Recertification by June 30!**

Dear VFA Provider,

Annual VFA Recertification is **required** for continued participation in the California Vaccines for Adults (VFA) Program and receipt of publicly funded 317 vaccines. According to our records, your practice did **not** complete the 2024 Recertification despite multiple reminder communications. As a result, your VFA account has been put on hold and vaccine orders cannot be submitted. If your practice would like to continue participation in the VFA Program, **complete your VFA Recertification Part 2 in [myCAvax](#) by June 30, 2024!**

*Note: If you are listed as one of the key practice staff for multiple VFA sites, check to ensure all your VFA sites have recertified.*

**IMPORTANT: Your account is set for termination from VFA Program participation starting on July 2024. The VFA Program will automatically inactivate sites who fail to complete the recertification by next quarter's ordering cycle.** The VFA Program is currently not accepting any applications for enrollment. Once your account is inactivated, the site will be unable to re-enroll until the VFA program is accepting applications for enrollment.

### **KEY INFORMATION AND IMMEDIATE ACTIONS REQUIRED:**

- The site's Primary Vaccine Coordinator, previously identified as the VFA Contact, has initial access to login to myCAvax to complete the VFA Recertification. Login and click "Recertify Location(s)." Please contact the Provider Call Center if you are having issues logging in.
- Key Practice Staff must complete the training modules on [EZIZ.org](#). A new lesson titled, "VFA Program Requirements," is now available to view and complete.

- The Provider of Record is required to review, acknowledge and electronically sign the [2024 VFA Agreement](#) and [VFA Provider Agreement Addendum](#) on myCAvax (via DocuSign) to complete the recertification process.
- If you no longer want to remain a VFA site, submit the [VFA Disenrollment Request Form](#) and submit the completed form to [my317vaccines@cdph.ca.gov](mailto:my317vaccines@cdph.ca.gov).
- If your site is having difficulty completing recertification OR if your site no longer wants to participate in the VFA Program, please take 5 minutes to [complete this survey](#) and provide us with additional information on the benefits and barriers of the VFA program at your site. We appreciate your feedback!

**Upon termination of your VFA account, any remaining VFA doses on-hand must be returned to the VFA Program or transferred to an active VFA Provider. Any loss of VFA vaccine will be deemed negligent and will require replacement of doses.** Your CDPH Field Representative will coordinate this with you.

If you have already submitted your VFA Recertification, we thank you and ask to please disregard this message.

Refer to the [VFA Program Recertification letter](#) for more detailed information on the VFA Recertification process.

If you have any questions about the VFA Recertification process, please email us at the [ProviderCallCenter@cdph.ca.gov](mailto:ProviderCallCenter@cdph.ca.gov) or call us at 833-502-1245.

Thank you,



California Department of Public Health | Immunization Branch  
Vaccines for Adults (VFA) Program

**Phone: 877-243-8832**

**Fax: 877-329-9832**

**Email: [my317vaccines@cdph.ca.gov](mailto:my317vaccines@cdph.ca.gov)**