

LVL Technical Assistance: Conducting WIC Transactions Tracking Log

PLEASE COMPLETE ALL INFORMATION IN THIS SECTION

Vendor TA ID (8-digit number) <input style="width: 80px;" type="text"/>	Date of visit: (mm/dd/yyyy) (Select or type a date)
Vendor Store Name	Vendor or Vendor Representative
LVL Name	LVL Phone Number (10-digit number) <input style="width: 80px;" type="text"/>
LA # (3-digit number) <input style="width: 40px;" type="text"/>	LA # (3-digit number) <input style="width: 40px;" type="text"/>

Materials Reviewed with Vendor	Copy left with vendor?	
8 Steps to Conducting a WIC Transaction	Yes	No
Fruits & Vegetables Food Instrument	Yes	No
What can a vendor do when food instruments are rejected for payment?	Yes	No

Comments:

Possible Program Violations

Closed Store

Store open and vendor/vendor representative states no longer accepting WIC Food Instruments (FIs)

Comments:

Request for On-site Vendor Staff Training from the CDPH/WIC Division Vendor Training Unit

Vendor Contact Name	Vendor Contact (10-digit number) Phone Number <input style="width: 80px;" type="text"/>	Ext. <input style="width: 40px;" type="text"/>
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Incomplete Visit (Check and enter a comment where applicable)

Vendor/vendor representative refused visit - Comment:

I felt threatened by vendor/vendor staff actions/demeanor -Comment:

The physical facility is unsafe - Comment:

Other reason(s) - Comment:

Instructions for Submission of Completed Tracking Log Forms

- 1) When you complete a site visit, use the following naming convention for naming the PDF document:

Document Abbreviation	Vendor TA ID	period	YYYY-MM-DD
↑↓	↑↓	↑↓	↑↓
TA	30812345	•	2016-07-24 (Date of visit)

The complete file name for this **example** is [TA30812345.2016-07-24](#).
- 2) Send the completed electronic PDF document via email to LVLTAReports@cdph.ca.gov on a flow basis throughout the quarter.
- 3) Save a paper or electronic copy for your records.