

# LVL Special Project: Revised WAFL SG Tracking Log

PLEASE COMPLETE ALL INFORMATION IN THIS SECTION

Vendor TA ID (8-digit number)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Initial Visit <input type="checkbox"/> Follow-up Visit	Date of visit: (mm/dd/yyyy) (Select or type a date)			
Vendor Store Name					Vendor or Vendor Representative							
LVL Name				LVL Phone Number 10-digits (ex: #####)				LA # (3-digit number)		<input type="text"/>	<input type="text"/>	<input type="text"/>

Materials Left With Vendor	Enter quantity below
Vendor Alert 2016-01	
WIC Authorized Food List Shopping Guide, Effective March 28, 2016 (Check to enter amount)	<input type="text"/>
Major Food Changes Flyer (Check to enter amount)	<input type="text"/>

Comments:  
(Limit 250 characters)

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

Comments:  
(Limit 250 characters)

**Other**

Comment:  
(Limit 250 characters)

Incomplete Visit (Check and enter a comment where applicable)
Vendor/vendor representative refused visit Comment: <small>(Limit 250 characters)</small>
I felt threatened by vendor/vendor staff actions/demeanor Comment: <small>(Limit 250 characters)</small>
The physical facility is unsafe Comment: <small>(Limit 250 characters)</small>
Other reason(s) Comment: <small>(Limit 250 characters)</small>

### Instructions for Submission of Completed New WAFL Project Tracking Log Forms

- 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
↑↓	↑↓	↑↓	↑↓
WAFL	30812345	•	2016-01-24 (Date of visit)

The complete file name for the special project **example** is [WAFL30812345.2016-01-24](#).
- Send the completed electronic PDF document via email to [LVLTAReports@cdph.ca.gov](mailto:LVLTAReports@cdph.ca.gov) on a flow basis throughout the quarter.
- Save a copy for your records.