

Distribution Date	July 30, 2026
To	PPOC.All; Committee.Training; Committee.FosterCare
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	CalSAWS Quick Guides - FCED Case Link, FCED API Data Mapping and Kin-GAP Application Processing

PPOCs, please forward to the appropriate impacted staff in your county:

- | | |
|---|---|
| ☒ General
☒ Policy
☐ CW
☐ CF
☐ MC
☐ CMSP
☒ FC/KG/AAP
☐ Child Care
☐ WtW
☐ Other Program(s) _____
☐ BenefitsCal
☐ Customer Correspondence
☐ OCAT
☐ Other _____ | ☐ Reports
☐ Fiscal
☐ Caseload Movement
☐ Management
☐ Batch and Interfaces
☐ Fiscal
☐ GA/GR
☐ Help Desk
☐ Imaging
☐ Security
☐ Task Management
☐ Technical
☒ Training |
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Description	Purpose The purpose of this CIT is to inform Counties of 3 new Quick Guides developed for Foster Care Eligibility Determination (FCED): ■ FCED Case Link ■ FCED API Data Mapping ■ Kin-GAP Application Processing These Quick Guides are now available in the Learning Management System (LMS). Background The CalSAWS Quick Guides were created to provide users additional training resources to assist them in performing functions in CalSAWS. They include step-by-step instructions as well as screenshots to enhance the learning experience. Additional Information The FCED Case Link Quick Guide provides information on linking applications received from CARES to a CalSAWS case. It includes information on how to search for incoming
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applications, complete the linking process and viewing the application information. The following topics are included:

- Searching for Incoming Cases
- Linking a Case
- Case Summary
- Outbound Transactions

The **FCED API Data Mapping** Quick Guide provides information on data mapping tables for information received through the Foster Care Eligibility Determination (FCED) Application Program Interfaces (APIs) sent from CARES and the pages that the information is entered in the System. The following topics are included:

- Case Link
- Individual Demographics
- Case Worker
- Child Placement
- Placement Authority
- Determination Details
- Kin-GAP Summary
- AAP Summary
- Court Information
- Home of Removal
- Income Assets
- Inbound RFI Communication
- Document/Images

The **Kin-GAP Application Processing** Quick Guide provides information on processing a Kin-GAP application received from CARES in the System. The following topics are included:

- FCED Inbound Transaction Search
- Individual Demographics API
- Kin-GAP (Summary) API
- Kin-GAP Summary Detail
- Determination Details API
- Income Assets API
- Finalizing Case Updates

County Actions

Please distribute this CIT and the CalSAWS Quick Guide to any County staff who perform these functions. The Quick Guide can also be found in the LMS.

Access to the LMS is available to all users and is encouraged. A request for access can be submitted as a Single or Bulk LMS Access Request through CalSAWS ServiceNow. Users needing access to the LMS must follow their County's process.

If you have questions on this CIT, please reach out to the Primary and Backup Project Contacts and cc your Regional Managers.

Primary Project Contact

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Backup Project Contact	Juan Avila Lead Business Analyst (916) 800-8344 AvilaJJ@CalSAWS.org
Attachments	■ CalSAWS Quick Guide – FCED Case Link ■ CalSAWS Quick Guide – FCED API Data Mapping ■ CalSAWS Quick Guide – Kin-GAP Application Processing
Communication Portal Link	OR You may also retrieve the CIT document and attachments by following these steps: 1. Hover over the Communications & Resources tab at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2026" folder. 4. Click on the appropriate CIT # folder.