

Distribution Date	September 21, 2026
To	PPOC.All; Committee.Training; Committee.FosterCare
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	CalSAWS FCED Quick Guides – Foster Care Application Processing and Adoption Assistance Program 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 |
|---|---|

Description

Purpose

The purpose of this CIT is to inform Counties of 2 new Quick Guides developed for Foster Care Eligibility Determination (FCED):

- Foster Care Application Processing
- Adoption Assistance Program 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 **Foster Care Application Processing** Quick Guide provides information on processing a Foster Care application received from CARES in the System. The following topics are included:

- FCED Inbound Transaction Search

- Case Link API
- Case Worker API
- Individual Demographics API
- Child Placement API
- Determination Details API
- Placement Authority API
- Court Information API
- Home of Removal API
- Income Assets API
- Finalizing Case Updates

The **Adoption Assistance Program Application Processing** Quick Guide provides information on processing an Adoption Assistance Program (AAP) application received from CARES in the System. The following topics are included:

- FCED Inbound Transaction Search
- Case Worker API
- Individual Demographics API
- Child Placement API
- Determination Details API
- AAP Summary API
- AAP Summary Detail
- Foster Care Resource Databank (FC RDB)
- AAP Placement Details
- 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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Attachments

- CalSAWS Quick Guide – Foster Care Application Processing
- CalSAWS Quick Guide – Adoption Assistance Program 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.