CalSAWS | Information Transmittal (CIT) 0182-26

Distribution Date	October 15, 2026
To	PPOC.All; Committee.Training; Committee.FosterCare
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	**CalSAWS Quick Guides - FCED Income Assets API and FCED Supplemental Payment 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
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- ☒ Training

Description	**Purpose** The purpose of this CIT is to inform Counties of the new Quick Guides developed for Foster Care Eligibility Determination (FCED): FCED Income Assets API and FCED Supplemental Payment Processing. The 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 Income Assets API** Quick Guide provides information on reviewing and updating information pertaining to the Income Assets Application Program Interface (API). The following topics are included: ▪ Viewing the Income Assets API ▪ Updating Case Information ▪ Finalizing Case Updates

	The **FCED Supplemental Payment Processing** Quick Guide provides information on Supplemental Payments for Foster Care (FC), Adoption Assistance Program (AAP) Wrap, and Kin-GAP benefits in the System with information received from CARES. The following topics are included: ▪ Viewing the Incidental Payment API ▪ Processing an Incidental Payment **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	Sami Varney Training/Implementation Coordinator (916) 883-2927 VarneyS@CalSAWS.org
Backup Project Contact	Jayna Longstreet Equity and Language Access Lead (916) 282-3832 LongstreetJ@CalSAWS.org
Attachments	▪ CIT 0182-26 CalSAWS Quick Guide - FCED Supplemental Payment Processing.pdf ▪ CIT 0182-26 CalSAWS Quick Guide - FCED Income Assets API.pdf
Communication Portal Link	[redacted] 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.