CalSAWS | Information Transmittal (CIT) 0190-26

Distribution Date	October 28, 2026
To	PPOC.All; Committee.Training; Committee.FosterCare
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	**CalSAWS Quick Guide – FCED Unlinking a Case and Declining an API**

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

- ☒ General
- ☒ Policy
  - ☐ CW
  - ☐ CF
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  - ☐ 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
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Description	**Purpose** The purpose of this CIT is to inform Counties of updates made to the Quick Guide developed for Foster Care Eligibility Determination (FCED): **FCED Unlinking a Case and Declining an API**. This Quick Guide is 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 Unlinking a Case and Declining an API** Quick Guide provides functional instructions for unlinking previously linked CARES cases in CalSAWS and for declining transactions received from CARES. The Quick Guide has been updated to include instructions on responding to a case unlink request received from CARES and to how to disposition a Child Placement transaction for a Medi-Cal case. The topics included in this guide are:

	▪ Unlinking a CARES Case ▪ Responding to an Unlink Request from CARES ▪ Declining Transactions (APIs) ▪ Completing a Child Placement API on a Medi-Cal Case **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	Elizabeth Palm Training/Implementation Coordinator (916) 800-8363 PalmE@CalSAWS.org
Backup Project Contact	Jayna Longstreet Training/Equity and Language Access Lead (916) 282-3832 LongstreetJ@CalSAWS.org
Attachments	CIT 0190-26 CalSAWS Quick Guide - FCED Unlinking a Case and Declining an 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.