

Angela Munkers

Authorized Signature

Number: SPD-IM-11-033

Issue Date: 4/19/2011

Topic: Systems Issues

Subject: Caseworker Application Processing Interface (CAPI) Update

Applies to (check all that apply):

- | | |
|------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: CAPI is a system used by case workers to process applications submitted by clients through the Online Application for SNAP and medical. The Modernization program has been rolling CAPI out to the field for the last ten months. At this time, all SPD, AAA and SSP branches are using CAPI. For more information on Modernization, please visit the [Modernization website](#).

Online Application URL

The Online Application URL (web address) will be added to the monthly FSMIS recertification notice (“C” notice).

- This notice goes out to all clients who need to recertify their SNAP benefits. The notice is auto-generated 45 days before recertification is due and will be mailed Friday, April 15th for the June 1 recerts.
- The notice is mailed to approximately 55,000 SNAP households. **8,000 of those are SPD cases.**
- All workers who have a SNAP caseload have the potential of receiving Online Applications through CAPI.

IF YOU HAVE NEVER LOGGED INTO CAPI OR DO NOT KNOW IF YOU HAVE ACCESS:

- Please check with your manager. All areas have assigned Site Administrators who have the ability to assign permissions in CAPI, but there are preliminary steps that must be done by the Service Desk in some situations. Please see [SPD Worker B.9](#), section 5 for more information.
- For CAPI Training, search with the keyword “CAPI” in the [DHS Learning Center](#)

Release 2.7

- The Online Application and CAPI have monthly releases which include fixes and improvements.
- Release 2.7 is scheduled for Thursday, April 21st.
- Release includes many upgrades, but those that are most visible to staff are the following:
 - Timeout increased to one hour and returns to the log-in screen
 - Top and bottom navigation locked in a header and footer section. Header will display the person the worker is viewing (see image below)
 - Online application streamlined
- [Click here to view all of the Release Notes for 2.7](#)

Name: Joyce I. **SSN:** 123-45-6789 **Tracking #:** 36003 **Benefits Applied For:** Medical SNAP

Other Applications Submitted? Yes

Reviewing Joyce's information Application Information **Household Composition** Income Individual Deduction Household Deductions Eligibility Narrative

Header locked

Member	Gender	Age	Relationship	Student	Sharing Food	Benefits Applied For
Joyce I.	F	30.0	S	Y	Y	<input type="checkbox"/> Medical <input checked="" type="checkbox"/> SNAP <input type="checkbox"/> None
Jim I.	M	32.0	Not related	N	Y	<input type="checkbox"/> Medical <input checked="" type="checkbox"/> SNAP <input type="checkbox"/> None

Footer locked

Household Member Information

Message Information:

Last Name: * I First Name: * Joyce MI: Suffix: Select Date Of Birth: 01/04/1981

Has SSN: * Yes SSN: 123-45-6789 Applied for SSN: Select Gender: * Female Estimated Age:

Where Joyce I. Lives: * In this home

Benefits Applied For: * Medical SNAP None

Filing Group Override: Override Reason:

VIEW ORIGINAL APPLICATION View another Household Member? NEXT CLOSE SAVE

If you have any questions about this information, contact:

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