

Policy Transmittal

Office of Self Sufficiency Programs



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Program Manager

Authorized signature

Number: SS-PT-21-009
Issue date: 06/07/2021

Topic: CAPI Access

Due date: 06/07/2021

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other: Process change

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: Type B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children’s Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (please specify): 5503 |
| <input type="checkbox"/> ODDS Children’s Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Limiting CAPI Access		
Policy/rule number(s):		Release number:	
Effective date:	6/13/2021	Expiration date:	
References:			
Web address:			

Message:

With the successful statewide launch of the new ONE Eligibility system, CAPI is no longer being used to process SNAP applications. As a result, beginning the evening of Sunday, June 13 at 6:00 pm, access to CAPI will be limited to workers and teams who have been identified as having an ongoing need to work in that system. Identified teams include:

- Overpayment Writing Unit

- Fraud Investigation Unit
- Data Match Unit
- SSP/APD Hearing Representatives
- Office of Program Integrity
- Quality Assurance
- Public Records

Action Required:

The individuals belonging to the teams listed above have already been identified and will retain access to CAPI automatically. There is no additional action they need to take.

If you feel you or your team/unit needs ongoing access to CAPI after June 13, please send an email to SSPBusiness.Analysts@dhsosha.state.or.us

Title your email: "Request for Continued Access to CAPI." Please include the names of all your team/unit members and the reason why continued access to CAPI is necessary.

Training/communication plan: Please discuss and share with staff.

Local/branch action required: Managers and leads please share with staff

Central office action required:

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): SSP Business Analysts	
Phone:	Fax:
Email: SSPBusiness.Analysts@dhsosha.state.or.us .	