



**Administration for
Children's Services**

**CAPS ONLINE QUICK REFERENCE GUIDE:
PROGRAM INFORMATION (PROGRAMS)**

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PROGRAM INFORMATION

The **Program dropdown** has two options: **Program Profile** and **Closures**. The **Program Profile** option allows you to view and edit information about your program. The **Closures** option allows you to enter business closures for specific days that you know your program will not be providing care.

PROGRAM PROFILE

1. Select the **Program** dropdown.
2. Select **Program Profile**.

All information about the program is displayed on this page. Selecting the small arrows on the right will expand or collapse that part of the window. The fields in white are editable while fields in grey are not editable. If you make any changes, scroll to the bottom and select **Save**.

The screenshot shows the CAPS Online interface. At the top, there is a navigation bar with 'CAPS ONLINE' and menu items: Home, Placement Roster, Attendance, Program (selected), and Manage Users. On the right, there are links for 'User Profile' and 'Logout'. Below the navigation bar, the 'Program Profile' page is displayed. A dropdown menu is open under 'Program', showing 'Program Profile' (highlighted) and 'Closures'. The main content area is titled 'Program Profile' and contains several sections:

- Program Details:** A grid of input fields. Fields for Program Number, Contractor Number, Name, Model Type, Program Type, Contract Type, and RA are in grey. Fields for Number, Street, Boro, City, State, and Zip are in white.
- Director Details:** A section with a small arrow icon on the right.
- Contact Details:** A section with a small arrow icon on the right.
- Emergency Contact:** A section with a small arrow icon on the right.
- Transportation, Religion and Language:** A section with a small arrow icon on the right.
- Level of Care:** A section with a small arrow icon on the right.
- License:** A section with a small arrow icon on the right.
- Location And Public Transportation:** A section with a small arrow icon on the right.
- Days, Session and Hours Of Operation:** A section with a small arrow icon on the right.

At the bottom of the form, there is a 'Save' button and a 'Reset' button. A note at the bottom of the form reads: 'IMPORTANT: CAPS Online is not the system of record for licensed child care programs and registered child care providers. You MUST continue to update this information with your licensing/registration agency as required by regulation.'

IMPORTANT: CAPS Online is not the system of record for licensed child care programs and registered child care providers. You **MUST** continue to update this information with your licensing/registration agency as required by regulation.

HOURS OF OPERATION

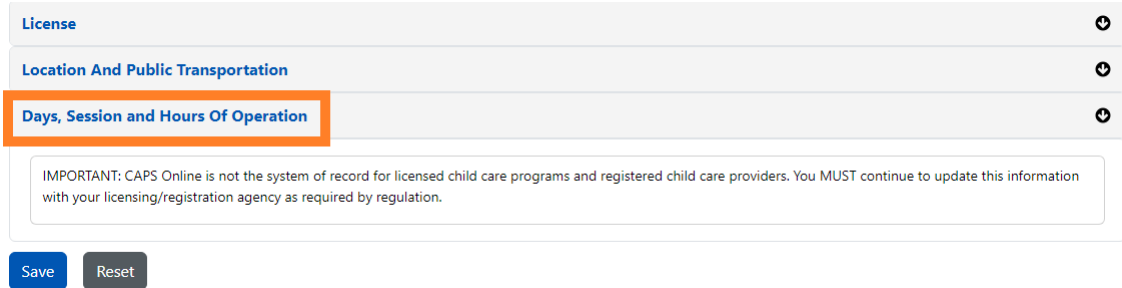
Programs are required to update their Hours of Operation in CAPS Online instead of having them updated by ACS/CFWB. *Please note that all hours of operation must match your*

licensed hours of operation with your licensing (NYC DOHMH or NYS OCFS), registration (NYS OCFS), or enrollment (NYS OCFS/WHEDco) agency.

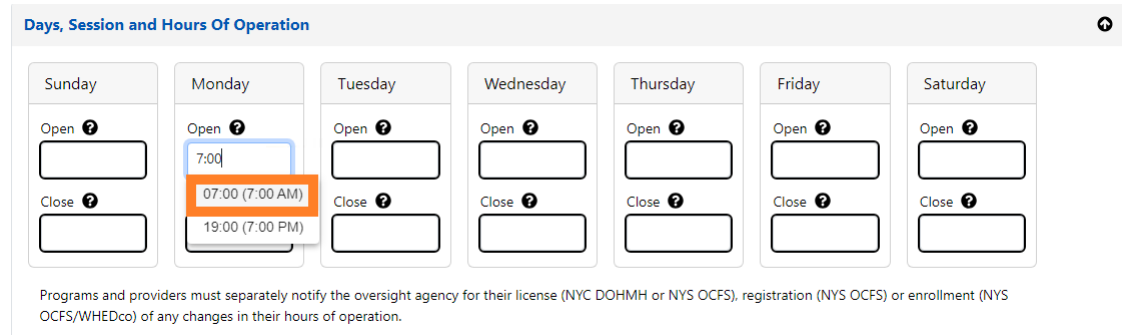
1. Click on the **Program** button in the navigation bar, then click on **Program Profile**.



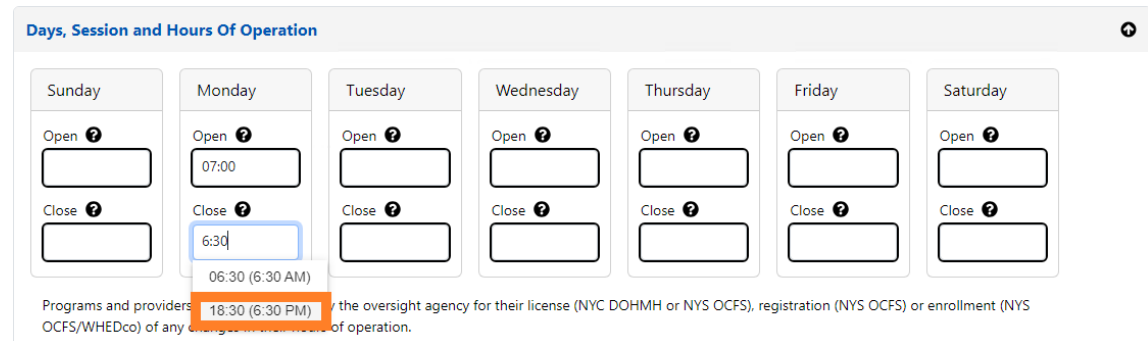
2. This will bring up the Program Profile page. Click on the last section of the page, **Days, Session and Hours of Operation**.



3. Enter your hours of operation for each day. In the example below, the **Open** time is 7:00 am. Type 7:00, and then select **07:00 (7:00 AM)** from the dropdown menu.



4. Below that, enter the time you close in the **Close** box. In this example, the close time is 6:30 pm. Type 6:30, and then select **18:30 (6:30 PM)** from the dropdown menu. (Please note: CAPS Online runs in military time, so be sure to select the PM hours, which populate under the AM times.)



- Repeat steps 3 and 4 to fill in the rest of the week for your operating hours.

Days, Session and Hours Of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	Open	Open	Open	Open	Open	Open
<input type="text"/>	07:00	07:00	07:00	07:00	07:00	<input type="text"/>
Close	Close	Close	Close	Close	Close	Close
<input type="text"/>	18:30	18:30	18:30	18:30	18:30	<input type="text"/>

Programs and providers must separately notify the oversight agency for their license (NYC DOHMH or NYS OCFS), registration (NYS OCFS) or enrollment (NYS OCFS/WHEDco) of any changes in their hours of operation.

- When you are done entering open and close times for each day of the week that your program is open, click on the check box next to the paragraph that reads “I certify that the updated hours of operation are correct and are consistent with the hours of operation provided to the oversight agency for my license (NYC DOHMH or NYS OCFS), registration (NYS OCFS) or enrollment (NYS OCFS/WHEDco),” and click **Save**.

Days, Session and Hours Of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	Open	Open	Open	Open	Open	Open
<input type="text"/>	07:00	07:00	07:00	07:00	07:00	<input type="text"/>
Close	Close	Close	Close	Close	Close	Close
<input type="text"/>	18:30	18:30	18:30	18:30	18:30	<input type="text"/>

Programs and providers must separately notify the oversight agency for their license (NYC DOHMH or NYS OCFS), registration (NYS OCFS) or enrollment (NYS OCFS/WHEDco) of any changes in their hours of operation.

I certify that the updated hours of operation are correct and are consistent with the hours of operation provided to the oversight agency for my license (NYC DOHMH or NYS OCFS), registration (NYS OCFS) or enrollment (NYS OCFS/WHEDco).

IMPORTANT: CAPS Online is not the system of record for licensed child care programs and registered child care providers. You MUST continue to update this information with your licensing/registration agency as required by regulation.

Save **Reset**

- After clicking Save, you will receive a green confirmation message at the top of the screen.

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Information has been updated for the program: XXXXXXXX

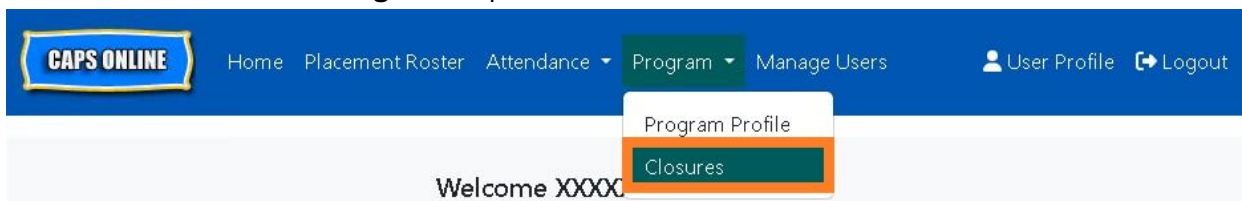
CLOSURES

Center-based programs will now be able to enter closures in CAPS Online. These closures mark days that you are *unavailable to provide care* as “closed” in CAPS Online, making the day unavailable to enter time-in/time-out attendance. Please be aware that center-based programs will receive payment from ACS for up to **twenty (20)** closures each NYS Fiscal Year, from April 1 – March 31 (Please see page 4 for more details).

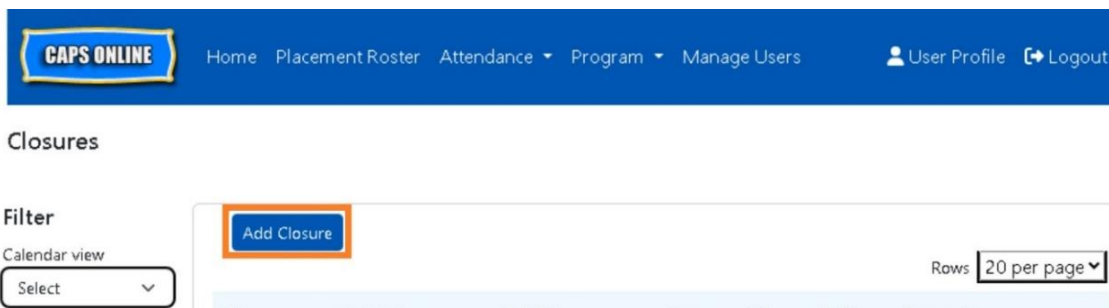
Note: ACS will no longer request a list of program closures to be emailed to them. Programs are now responsible for entering your own closures and ensuring that they are entered correctly.

ENTERING CLOSURES

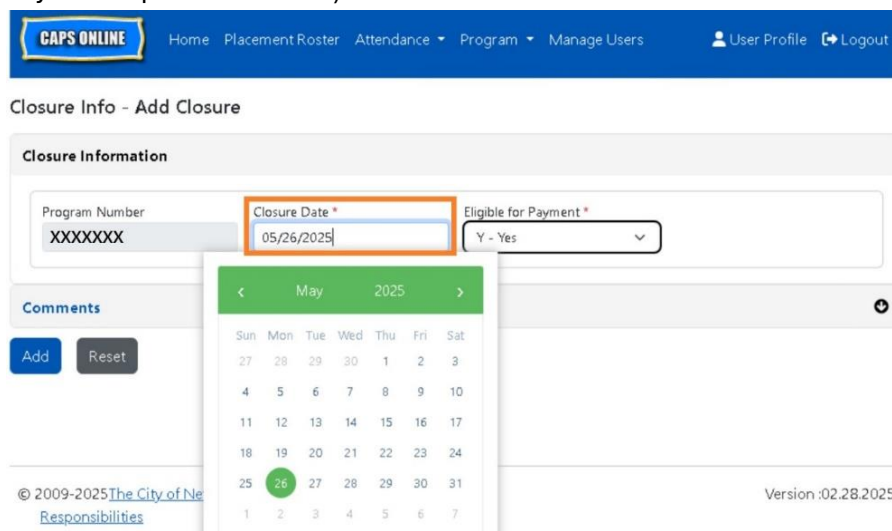
1. Select **Closures** from the **Program** dropdown.



2. Select **Add Closure**.



3. Select the **Closure Date** field. A calendar will drop down. Select the date of your program closure from the calendar. (**Note:** if you have a closure that lasts multiple days, you will need to enter each day as a separate closure.)



4. In the **Eligible for Payment** field, you must indicate whether this closure qualifies as a paid closure according to OCFS’s guidelines, **up to 20** eligible closures.

The screenshot shows the 'CAPS ONLINE' interface with a navigation bar containing 'Home', 'Placement Roster', 'Attendance', 'Program', 'Manage Users', 'User Profile', and 'Logout'. Below the navigation bar is the 'Closure Info - Add Closure' section. Under 'Closure Information', there are three input fields: 'Program Number' (containing 'XXXXXXX'), 'Closure Date *' (containing '05/26/2025'), and 'Eligible for Payment *'. The 'Eligible for Payment *' dropdown menu is open, showing 'Y - Yes' (selected), 'N - No', and 'Select'. Below the form is a 'Comments' section with an 'Add' button highlighted in blue and a 'Reset' button.

Please see <https://on.nyc.gov/3FAGPKu> for more detailed information about paid vs. unpaid program closures.

5. Click on **Comments** and then the **Closure Description** field to add a description for the closure.
6. Select **Add** at the bottom to save the closure.
(**Note:** any changes made to closures will cause all records to be labeled as “non-submittable” for one business day while the changes take effect in the system.)

The screenshot shows the 'CAPS ONLINE' interface with the same navigation bar. In the 'Closure Info - Add Closure' section, the 'Eligible for Payment' dropdown is now closed and shows 'Y - Yes'. The 'Comments' section is expanded, showing a 'Closure Description' field with the text 'Memorial Day' entered. The 'Add' button is highlighted with an orange box, and the 'Reset' button is also visible.



7. Once you add the closure, you will receive a green confirmation message at the top of the screen confirming that the closure has been added, and you will see the new closure listed in the closure table.

The screenshot shows the 'CAPS ONLINE' interface with the same navigation bar. At the top of the page, there is a green confirmation message: 'The closure record was created successfully for # XXXXXXXX with the start date(5/26/2025)'. The message is enclosed in a light green box with a close button (X) on the right.

MODIFYING CLOSURES

If you make a mistake when entering a closure or need to change closure information after you have entered it in CAPS Online, you can edit or delete the closure. (**Note:** you cannot edit or delete closures in service months in which attendance has already been *submitted*.)

1. If you need to edit an already entered closure, click on the brown pencil icon in the **Action** column to edit the closure.

Action	Start Date	End Date	Days	O/C	Eligible for Payment	Comments
	01/01/2025	01/01/2025	1	C	Y	NEW YEAR'S DAY
	01/20/2025	01/20/2025	1	C	Y	MLK DAY

When you click on this icon, the Closure Info - Edit page will appear, and you can make any changes necessary to your saved closures. Make sure to click **save** so that your closure changes are saved, and you will receive a green confirmation message at the top of the screen that the edits were saved successfully.

(**Note:** any changes made to closures will cause all records to be labeled as “non-submittable” for one business day while the changes take effect in the system.)

Closure Info - Edit

Closure Information



Program Number: XXXXXXXX Closure Date: 01/01/2025 Eligible for Payment: Y - Yes

Comments

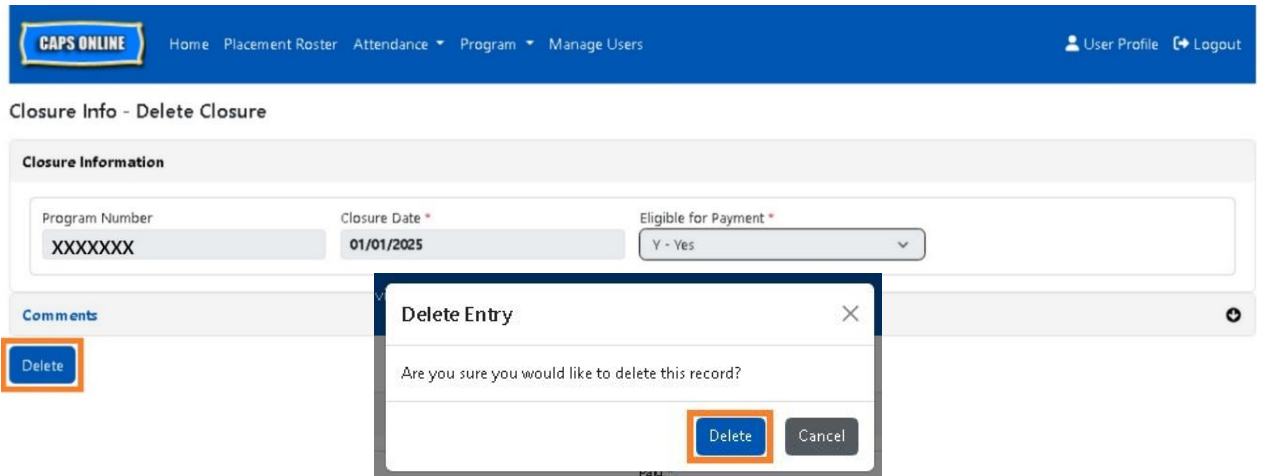
Save Reset

DELETING CLOSURES

1. If you need to remove a closure, click on the black trash can icon in the **Action** column next to the closure.

Action	Start Date	End Date	Days	O/C	Eligible for Payment	Comments
	01/01/2025	01/01/2025	1	C	Y	NEW YEAR'S DAY
	01/20/2025	01/20/2025	1	C	Y	MLK DAY

Once you click on that icon, the Delete Closure page will appear, and you can click **delete** at the bottom of the screen, click **delete** on the pop-up that appears, and you will receive a green confirmation message that the closure was deleted successfully. This will remove the closure from your CAPS Online account, and you will be able to enter time-in and time-out attendance for that day.



Note: In your closure table, if you see “holiday substitution for [date],” this indicates that this day was a holiday listed on your closure list sent to ACS. These cannot be edited prior to April 1, 2025.

03/29/2024	03/29/2024	1	H	Y	HOLIDAY SUBSTITUTION FOR 11.07.23 GOOD FRIDAY
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CLOSURE FILTERS

On the Closures page, you can also filter your list of program closures to view only specific years of closures.

- On the closures screen, you will see the closures already listed in CAPS Online for your program. You will see two different filters on the left side of the screen – **Calendar View** and **Closure Year**.
 - Calendar View** – this filter indicates which list of years you would like to view.
 - Gregorian Calendar Year – showing closures from January to December of the selected year
 - State Fiscal Year – showing closures between April of the selected year and March of the following year.

- NYC School Year – showing closures between July of the selected year and June of the following year.

Filter

Calendar view: Select

Rows: 20 per page

Action	Start Date	End Date	Days	O/C	Eligible for Payment	Comments
	01/01/2025	01/01/2025	1	C	Y	NEW YEAR'S DAY
	01/20/2025	01/20/2025	1	C	Y	MLK DAY

- **Closure Year** – this filter indicates which year’s closures you would like to view.

Filter

Calendar view: Gregorian Calendar

Closure Year: Select

Rows: 20 per page

Action	Start Date	End Date	Days	O/C	Eligible for Payment	Comments
	01/01/2025	01/01/2025	1	C	Y	NEW YEAR'S DAY
	01/20/2025	01/20/2025	1	C	Y	MLK DAY

2. Once you select your chosen filters, click **Apply Filter** to view your selected list of closures.

Filter

Calendar view: Gregorian Calendar

Closure Year: 2025

Apply Filter

Reset Filter

Rows: 20 per page

Action	Start Date	End Date	Days	O/C	Eligible for Payment	Comments
	01/01/2025	01/01/2025	1	C	Y	NEW YEAR'S DAY
	01/20/2025	01/20/2025	1	C	Y	MLK DAY