NYC

Administration for Children's Services

QUICK REFERENCE GUIDE:

PLACEMENT ROSTER

(PROVIDERS)

PLACEMENT ROSTER

The placement roster shows you all the children currently enrolled in your care. (Note: If there are children enrolled with you who do not appear on your Placement Roster, please contact CFWB Enrollment.)

If you care for more than 10 children, a filter option will appear on the left side of the screen, allowing you to filter by child age. Clicking each column header with up/down arrows will allow you to sort the data in ascending or descending order.

Hovering over each icon in the **Action** column will let you know what that icon does. For further information on each of the functions, please refer to the corresponding page number.

Drop a Child (pencil icon): Page 3

Daily Time Entry (red calendar icon): Please refer to the Attendance quick guide or the full CAPS Online Manual for more information.

Weekly Time Entry (green calendar icon): Please refer to the Attendance quick guide or the full CAPS Online Manual for more information.

DROP A CHILD

The first (pencil) icon on the Placement Roster page allows you to "drop" or unenroll a child from your care. Clicking on it will take you to the Placement Drop page for that child (see below). You must choose a **Drop Code** (this is the reason for the unenrollment) and a **Drop Date** (last day the child attended) and then click **Save**.

If you cannot drop the child, a warning message will pop up after you click Save. To exit the warning, select Placement Roster from the navigation bar at the top and go back to the main listing.