



**Administration for
Children's Services**

**CAPS ONLINE QUICK REFERENCE GUIDE:
CLOSURES (PROGRAMS)**

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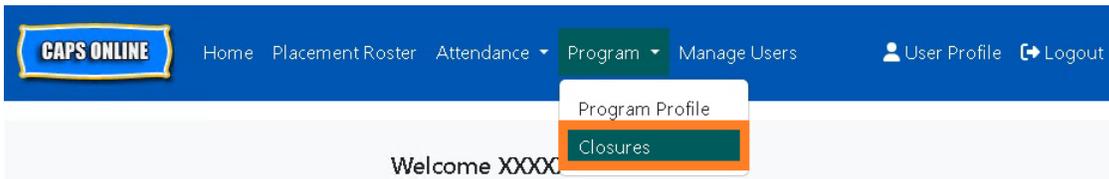
CLOSURES

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).

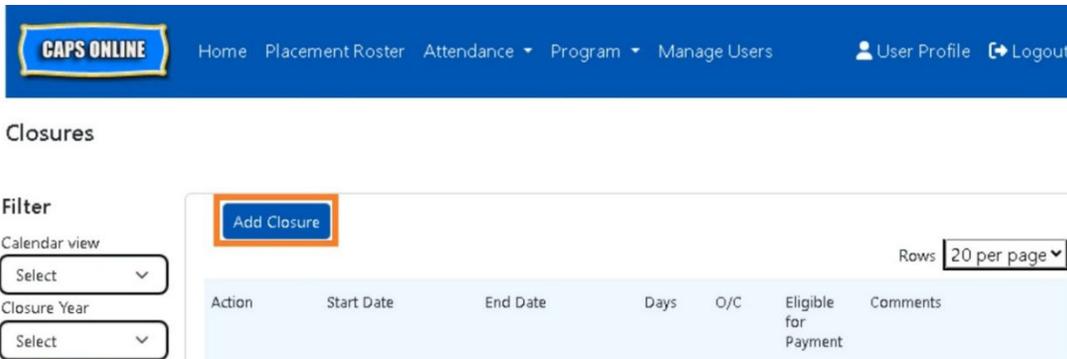
Note: ACS will no longer request a list of program closures to be emailed to them. Programs are now responsible for entering your own closures and ensuring that they are entered correctly.

ENTERING CLOSURES

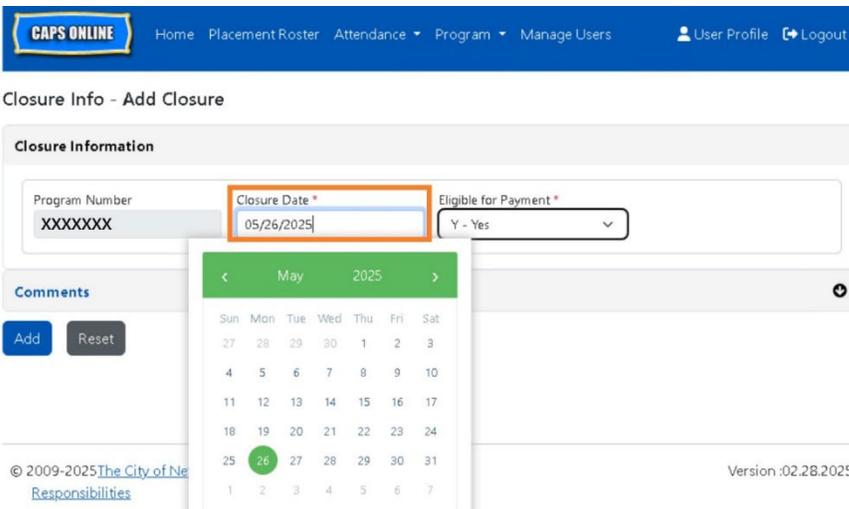
1. Select **Closures** from the **Program** dropdown.



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.)



- 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 for adding a closure. The 'Closure Information' section contains three fields: 'Program Number' (XXXXXXX), 'Closure Date' (05/26/2025), and 'Eligible for Payment' (Y - Yes). The 'Eligible for Payment' dropdown is open, showing 'Y - Yes' and 'N - No' options. Below the form are 'Add' and 'Reset' buttons. The 'Add' button is highlighted with an orange border.

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

- Click on **Comments** and then the **Closure Description** field to add a description for the closure.
- 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 for adding a closure. The 'Closure Information' section contains three fields: 'Program Number' (XXXXXXX), 'Closure Date' (05/26/2025), and 'Eligible for Payment' (Y - Yes). Below this is the 'Comments' section, which contains a 'Closure Description' field with the text 'Memorial Day'. At the bottom are 'Add' and 'Reset' buttons. Both the 'Add' button and the 'Closure Description' field are highlighted with orange borders.

- 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 a green confirmation message at the top: 'The closure record was created successfully for # XXXXXXX 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*.)

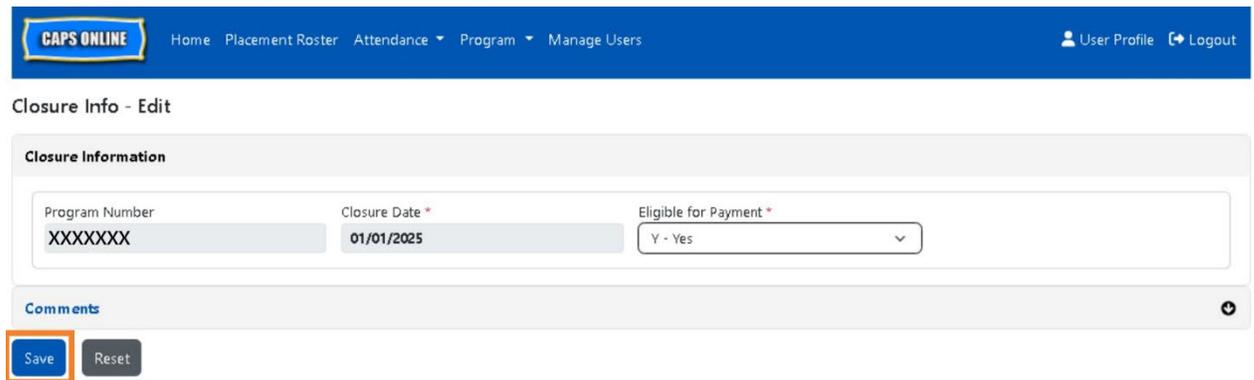
1. If you need to edit an already entered closure, click on the brown pencil icon in the **Action** column to edit the closure.



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.)



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

Closure Info - Edit

Closure Information

Program Number: XXXXXXX 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.

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

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.

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

Closure Info - Delete Closure

Closure Information

Program Number XXXXXXX	Closure Date * 01/01/2025	Eligible for Payment * Y - Yes
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Comments

Delete

Delete Entry

Are you sure you would like to delete this record?

Delete
Cancel

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.

1. 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

Gregorian Calendar Year(Jan - Dec)

State Fiscal Year(April - Mar)

NYC School Year(July - June)

Add Closure

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 Calei

Closure Year

Select

2025

2024

2023

Add Closure

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 Calei

Closure Year

2025

Apply Filter

Reset Filter

Add Closure

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