

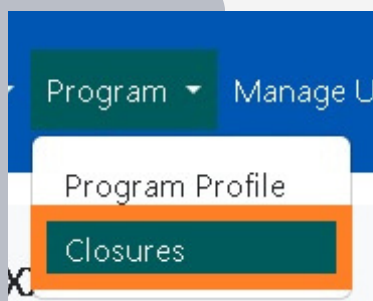


Closures

How do I add a closure in CAPS Online?

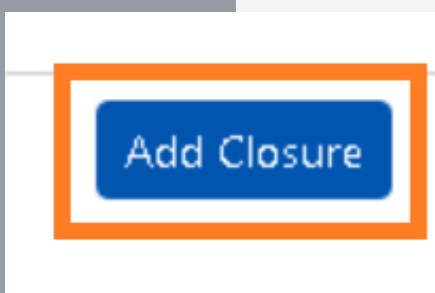
Step-by-step instructions to add closures in CAPS Online, to mark calendar days in which you are unable to provide care as “closed.”

1 Program --> Closures



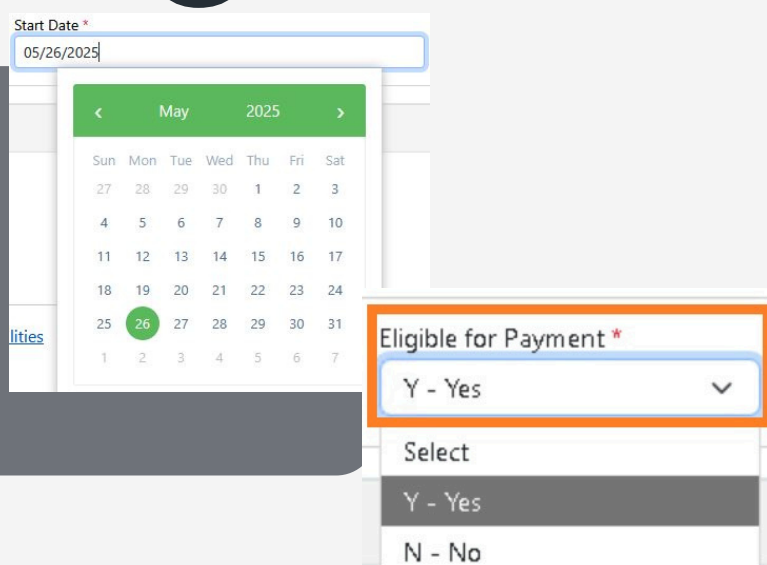
Access “closures” by clicking Program, then **Closures** on the header bar in CAPS Online.

2 Add Closure



Click “Add closure” to add a closure to your calendar.

3 Select Dates & Payment Eligibility

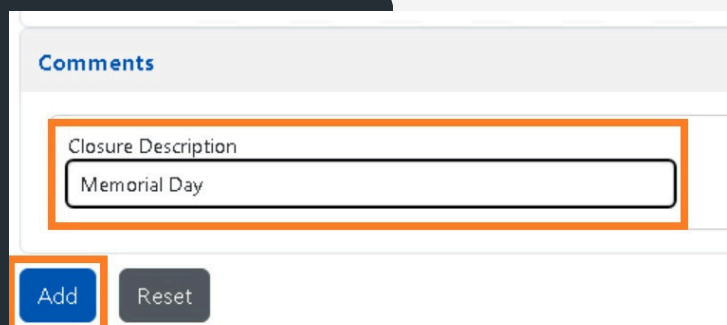


Select the **closure date** from the calendar.

Select “**Y-yes**” if the closure is approved to be paid by ACS or “**N-No**” if the closure is not an approved paid closure according to OCFS’s policies.

For more information regarding paid vs. nonpaid closures, please see: <https://on.nyc.gov/3FAGPKu>

4 Closure Description & Add



Add a closure description explaining why your program is closed, and click “Add.”

Please see the Closures quick guide for more details about closures, including how to edit, delete, and filter closures: [Quick Guides](#)