

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."





Access "closures" by clicking Provider, then **Closures** on the header bar in CAPS Online.





Click "Add closure" to add a closure to your calendar.

Select Dates & Payment Eligibility

< May		May	2025					
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
27	28	29	30	1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31	Eligible for Payment *	
1	2	3	4	5	6	7		
							Y - Yes	`
							Select	
							Y - Yes	

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: <u>https://on.nyc.gov/3FAGPKu</u>

4 Closure Description & Add

Commen	ts		
Closure Memo	Description prial Day		
Add	Reset		

Add a closure description explaining why you are closed, and click "Add."

Please see the Closures quick guide for more details about closures, including how to edit, delete, and filter closures: <u>Quick Guides</u>