



**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. The top navigation bar includes 'Home', 'Placement Roster', 'Attendance', 'Program', and 'Manage Users'. The 'Program' dropdown menu is open, showing 'Program Profile' and 'Closures'. The 'Program Profile' page is displayed, featuring a 'Program Details' section with various input fields. The 'Director Details' section is highlighted with an orange box. At the bottom, there are 'Save' and 'Reset' buttons.

**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.

### CLOSURES

If your program will be closed for specific days, you must have this information listed in CAPS Online as a **closure**.

### HOLIDAY SUBSTITUTIONS

All programs have a prepopulated list of paid closures in CAPS Online. If your program is open on any of those closure days, please email a list of your program closures for the year (school, not calendar year – July 1-June 30) on letterhead with your program information to [VoucherCCProgramClosures@acs.nyc.gov](mailto:VoucherCCProgramClosures@acs.nyc.gov). ACS will substitute the prepopulated closure with one of your program's closure days.

## ENTERING ADDITIONAL CLOSURES

The following steps allow you to add additional closures manually. These can be for a variety of reasons, including renovations, cleaning days, staff development days, etc.

1. Select **Closures** from the **Program** dropdown.
2. Select **Add Closure**. This will load the Closure Info page.

The screenshot shows the CAPS ONLINE interface. The top navigation bar includes 'Home', 'Placement Roster', 'Attendance', 'Program', and 'Manage Users'. The 'Program' dropdown menu is open, showing 'Program Profile' and 'Closures' (highlighted). Below the navigation bar, the 'Closures' section is visible. On the left, there is a 'Filter' section with a 'Holiday Year' dropdown set to 'Select', and 'Apply Filter' and 'Reset Filter' buttons. The main content area features an 'Add Closure' button (highlighted) and a table of existing closures.

Start Date	End Date	Days	O/C	Paid	Comments
01/02/2023	01/02/2023	1	H	Y	
01/16/2023	01/16/2023	1	H	Y	
01/18/2023	01/18/2023	1	H	Y	
02/20/2023	02/20/2023	1	H	Y	
05/29/2023	05/29/2023	1	H	Y	

3. Select the **Start Date** field. A calendar will drop down. Click on the first date of your program closure.

The screenshot shows the 'Closure Info - Add Closure' page. The 'Closure Information' section contains a 'Program Number' field with 'XXXXXXX', a 'Start Date' field with '12/26/2022' (highlighted), an 'End Date' field, and a 'Days' field. Below this is a 'Comments' section with 'Add' and 'Reset' buttons. A calendar dropdown is open over the 'Start Date' field, showing the month of December 2022. The date 26 is highlighted in green. The footer of the page includes '© 2009-2022 The City of New York' and a 'Sitemap' link.

4. Select the **End Date** field. A calendar will drop down. Click on the last date of your closure. (Note: If the closure is only one day, your End Date will be the same as your Start Date.)

The screenshot shows the 'CAPS ONLINE' header with navigation links: Home, Placement Roster, Attendance, Program, and Manage Users. On the right, there are links for User Profile and Logout. The main heading is 'Closure Info - Add Closure'. Below this is a 'Closure Information' section with four input fields: 'Program Number' (containing 'XXXXXXXX'), 'Start Date' (containing '12/26/2022'), 'End Date' (containing '12/26/2022' and highlighted with an orange box), and 'Days' (containing '1'). Below the 'End Date' field, a calendar dropdown is open for December 2022, with the 26th selected. Below the form is a 'Comments' section with 'Add' and 'Reset' buttons. At the bottom left, there is a copyright notice: '© 2009-2022 The City of New York Sitemap'.

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.

This screenshot shows the same 'CAPS ONLINE' interface as the previous one. The 'End Date' field is now filled with '12/26/2022'. The 'Comments' section is highlighted with an orange box, and the 'Closure Description' field is also highlighted with an orange box. The 'Add' and 'Reset' buttons are visible at the bottom left. The copyright notice remains at the bottom left.