

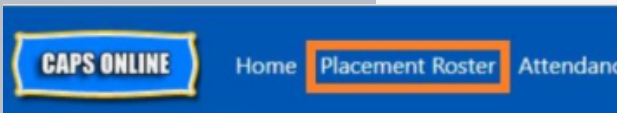
Drop a child

How do I drop a child on CAPS Online?

Step-by-step instructions to drop a child on CAPS Online

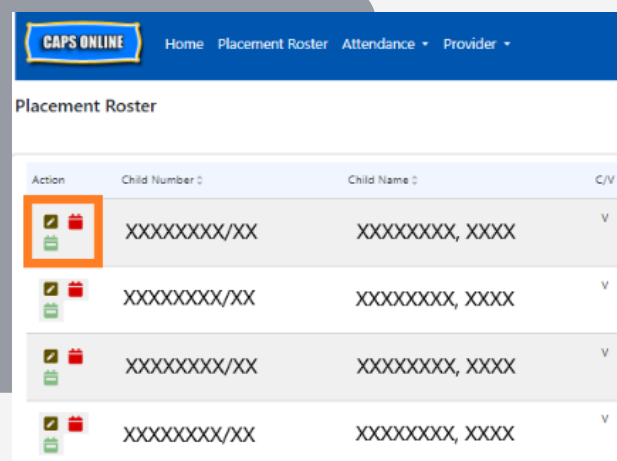
1 Placement Roster

To Drop a child on CAPS Online, first click on the **Placement Roster**



2 Locate the child's name

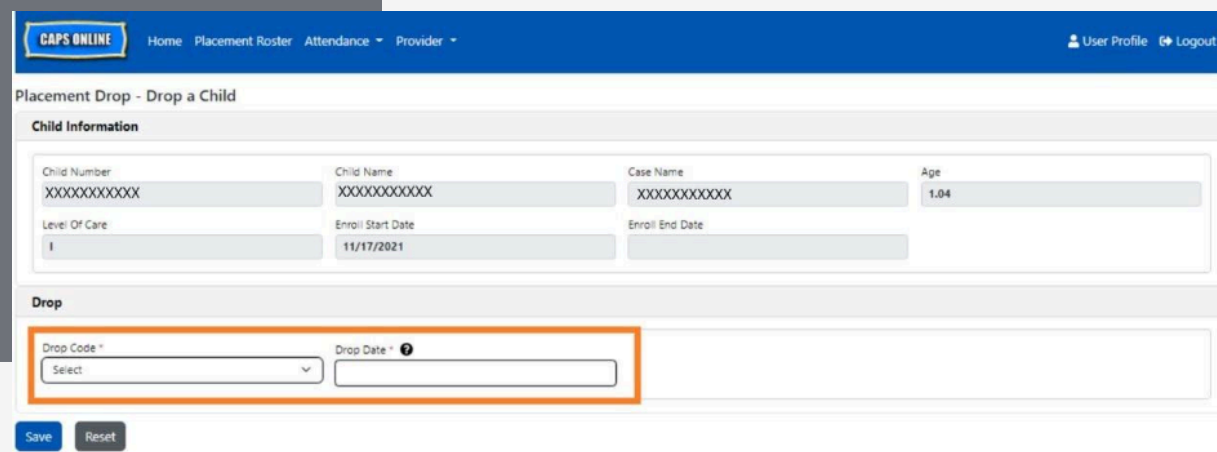
Next, locate the name of the child on the roster. Next to the child's name you will see 3 buttons, click the brown icon with the pencil.



Action	Child Number	Child Name	C/V
  	XXXXXXXX/XX	XXXXXXXX, XXXX	V
  	XXXXXXXX/XX	XXXXXXXX, XXXX	V
  	XXXXXXXX/XX	XXXXXXXX, XXXX	V
  	XXXXXXXX/XX	XXXXXXXX, XXXX	V



3 Select Drop Code & Drop Date



Child Information

Child Number XXXXXXXXXX	Child Name XXXXXXXXXXXX	Case Name XXXXXXXXXXXX	Age 1.04
Level Of Care I	Enroll Start Date 11/17/2021	Enroll End Date	

Drop

Drop Code * Select	Drop Date *
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Save Reset

You should now be on the **Placement Drop** page for the child. 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. If you're receiving an error message when trying to drop the child, please send an email to VEU@acs.nyc.gov and/or CFWBSupportServices@acs.nyc.gov and ask them to remove the child for you. Please include your ID number, the child's ID number, the end date, and the reason for dropping the child.