Operations Manual

Governed By: Operations	**Effective Date:** 9/2/2015
Procedure: #12 CAP60 Requesting a Classroom Setup	**Updated Last:** 9/2/2015
Purpose: To provide instruction for programs to submit a classroom request for use in CAP60.	

Summary:

In order for a program to utilize the Classroom feature in CAP60, it must be set up by a designated Administrative staff. Please compile the information listed below and submit to Program Operations for review and implementation. Submissions should be emailed to the Program Specialist in Program Operations 10 business days prior to the class start date.

REQUIRED INFORMATION:

- Program Name
- Classroom Name
- Specify if the class service applies to individuals or all family members
- Select of one of the following categories that best encompasses the class:
    - Employment
    - Education
    - Income Management
    - Housing
    - Emergency Services
    - Nutrition
    - Linkages
    - Self-sufficiency
    - Health
- Location
- Start Date & End Date
- Typical numbers hours/week
- Frequency (specific days of the week and/or dates)
    - Be sure to make note of any potential holidays or exceptions within the schedule
- A list of all customers* who need be enrolled

    In order to be enrolled each customer must be input into CAP60 prior to the classroom request submission