



IMPORTANT NEWS for Child Care Providers

Changes Are Being Made to the Attendance System

What's changing?

Beginning in Summer 2021, all ACS child care providers will be required to record daily time in and time out attendance and submit online, using a computer, smartphone or tablet.

The new online attendance system, called "Child Care Attendance Processing System," (CAPS Online) will require child care providers to record:

- **Daily time in and time out**
- **Absences**
- **Business closures**

The online attendance system will initially be available in English and Spanish. Additional languages will be available in the future.

What are the benefits?

- Easy to use; enter and save daily attendance
- Record attendance without having to calculate hours
- No more paperwork or stamps required: Save a trip to the post office!
- Faster payment: Attendance is sent electronically for quicker processing.

What's next?

The New York Early Childhood Professional Development Institute (PDI) has been contracted by ACS to provide training and technical assistance to programs and providers. PDI will be hosting training webinars in June and July to help providers learn how to use CAPS Online (Registration information will follow!)

Next steps to prepare for CAPS Online

- You will need to create a NYC ID account to use CAPS Online. Visit www1.nyc.gov/account to create a NYC ID. Please associate your NYC ID with your email address, rather than a username.
- In order to access CAPS Online, you must use one of the latest versions of Edge, Chrome, Firefox, Safari or Internet Explorer 11
- Until further notice, keep submitting attendance as usual.

HAVE QUESTIONS?

For more information and future updates, visit:

<https://www1.nyc.gov/site/acs/early-care/voucher-other-providers.page>