DECEMBER 2021 CAPS ONLINE UPDATE

✓ **Less Paperwork**　　✓ **Faster Payments**　　✓ **Use on Computers, Tablets, Smart Phones**

The Child Care Attendance Processing System (CAPS Online) is live! CAPS Online is an online platform for child care providers to record and submit daily "time in and time out" attendance for each child.

LOG IN TODAY!!! https://a069-capsonline.nyc.gov.

- If you haven't already, register for online training at **https://earlychildhoodny.org/capsonline/**
- Training materials are available in English and Spanish.

CAPS Online will soon be required. Per New York State Requirements, in the coming months all providers will be **required** to use CAPS Online to document attendance based on the time each child arrives to care and leaves care each day ("time in time out"). CAPS IVR and ACS1 forms will be phased out very soon, so it's important to start using CAPS Online now. We encourage you to:

- Begin using CAPS Online today! Don't wait, learn the system.
- Develop a process for your organization to record daily time in time out attendance for each child. Think about which staff will do this & what technology they will use.
- Attend a CAPS Online training and review training materials at https://earlychildhoodny.org/capsonline/
- Reach out to CAPS Online Helpdesk for any additional support.

Reminder… All voucher service providers have three full months to submit prior attendance in CAPS Online.

(For example, September's attendance must be submitted no later than December 31st. October's attendance must be submitted no later than January 31st and so on…) This means that during the month of December, you may submit attendance for: September, October and November. On January 1st, 2022, the three available months for attendance submission will become October, November and December 2021. **As of January 1st, 2022, September 2021 will no longer be available for attendance submission or payment via CAPS Online.**

Holiday list for center-based programs CAPS Online includes a pre-set list of holiday closures (e.g., Labor Day, Election Day). If your program schedule differs from the pre-set list of holiday closures in your account, please submit a complete list of your scheduled program closures for the period July 1, 2021 – June 30, 2022 on your program letterhead containing your Program Name and Program Number to VoucherCCProgramClosures@acs.nyc.gov or mail the closure list to NYC ACS Division of Finance/Voucher Payment Unit, 150 William Street, 9th floor, New York, NY 10038, Attention: Child Care Voucher Payment Unit.

Note: Due to necessary maintenance, CAPS Online attendance submission may be unavailable for a short time on weekday mornings. If you are unable to submit your attendance during this time, please try submitting again after 12 PM. Please note, attendance can still be entered and saved at this time. Only attendance submission will be affected.

CAPS Online Helpdesk
For help with CAPS Online, contact 1-212-835-7610 and press * or email capsonline@earlychildhoodny.org