



Changes Are Coming July 2021

Register now for training

What's changing?

Beginning July 1, 2021, the Child Care Attendance Processing System (CAPS) Online will launch for ACS child care programs and providers.

CAPS Online is an electronic platform that can be accessed via a computer, smartphone, or tablet to record:

- **Daily time in and time out**
- **Absences**
- **Program and provider closures**

CAPS Online will be used to submit attendance for payment after each service month.

CAPS Online will be initially 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 received electronically for quicker processing.

How can I prepare now for CAPS Online?

Register now for a June or July training: Register online at <https://earlychildhoodny.org/capsonline/>. All child care programs and providers are urged to register early for training. The earlier you sign up for training, the easier it will be to pick a time that works for you. Training will be available in English and Spanish. Topics covered in trainings include creating an NYC ID which providers will use to access CAPS Online.

Update your browser: In order to access CAPS Online, you must use one of the latest versions of Edge, Chrome, Firefox, Safari or Internet Explorer 11.

Why should I attend a training?

The CAPS Online training is optional, but is Quality Assured in the Aspire Registry, and is an OCFS-approved training. The training will provide 1 hour of professional development in Core Competency Area 7 (Administration and Management) or OCFS Training Topic 5 (Business record maintenance and management).

Trainings cover topics such as:

- Creating a NYC ID to access CAPS Online
- Tracking current and retroactive attendance
- Using the placement roster

QUESTIONS?

For more information and future updates, visit:

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

Or please email capsonline@earlychildhoodny.org