



# November 2021 CAPS Online Update

As of September 1, 2021, all ACS child care providers should use CAPS Online to record and submit daily time in and time out attendance, using a computer, smartphone, or tablet in lieu of a paper form.

If you haven't already, register now for online training at  
<https://earlychildhoodny.org/capsonline/>.

Trainings and materials are available in English and Spanish.

When you are ready to login, you can access CAPS Online at:

<https://a069-capsonline.nyc.gov>.

Bookmark the link for quick access and remember to save your password!

**Very soon, "time-in time-out" submissions will be strictly required, and the CAPS/IVR phone system and ACS1s will be phased out. We strongly encourage you to begin using CAPS Online today and to take advantage of training and technical assistance opportunities.**

## Please 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, time-in and time-out attendance can still be entered and saved at this time. Only attendance submission will be affected.**

**For center-based programs only:** 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 Program letterhead containing your Program Name and Program Number to [VoucherCCProgramClosures@acs.nyc.gov](mailto:VoucherCCProgramClosures@acs.nyc.gov).

You may also mail this 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

## CAPS Online Helpdesk

To reach the CAPS Online Helpdesk, call 1-212-835-7610 and press \* or email [capsonline@earlychildhoodny.org](mailto:capsonline@earlychildhoodny.org)