



Sign into CAPS Online Today!

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. Very soon, "time in time out" submissions will be strictly required, so we strongly encourage you to begin using CAPS Online today and to take advantage of training and technical assistance.

New to CAPS Online? We have resources available to help! You can 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!

You can enter daily time-in and time-out attendance and save it during the service month. In order to receive payment, you must submit your daily time-in and time-out attendance for the month in CAPS Online. You can submit the month's attendance after the service month ends (October 2021 attendance can be submitted starting November 1).

Please note:

Effective November 1, 2021, 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.**

Need more information and assistance?

- For more information and future updates, visit:
<https://www1.nyc.gov/site/acs/early-care/voucher-other-providers.page>
- To reach the CAPS Online Helpdesk, call 1-212-835-7610 and press * or email capsonline@earlychildhoodny.org