



March 2021

Dear Provider/Program:

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Commissioner

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Child and Family Well-
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Recording attendance is an important part of your responsibility as a child care provider. With that in mind, New York City's Administration for Children's Services (ACS) is committed to making the process as simple, efficient and accurate as possible. **Starting this Summer of 2021, we will be working with you to implement a new system to track and collect attendance online.**

State regulations mandate that you track attendance according to the child's daily time in and out. [18 NYCRR 415.12(a)(2)]. This letter provides information about two upcoming changes to ACS' procedure for submitting attendance that will begin Summer 2021.

Upcoming Changes (Summer 2021)

- *Time In/Time Out Attendance Reporting:* Beginning this summer, attendance will no longer be collected as full-time or part-time days per month. Instead, attendance will be collected indicating a child's time of arrival and departure.
- *Online System:* Instead of paper attendance sheets or using CAPS (phone), you will be able to log on to a website through a computer, smartphone, or tablet device to record attendance. This system is called Child Care Attendance Processing System (CAPS Online).

Benefits

- *No Paperwork:* Without paper attendance records to submit, you will be able to submit attendance electronically, eliminating the need for printing and mailing.
- *More Accurate and Faster Payment:* The online system will reduce errors in recording attendance, allowing for payments to be processed faster since there will be fewer errors to correct.

What does this mean for me now?

- There are no changes right now. You will continue submitting paper attendance forms or using the CAPS (phone) to submit attendance until ACS informs you to switch.

What happens next?

- Child Care Attendance Processing System (CAPS Online) will go live in Summer 2021. ACS will provide opportunities for training. Exact dates to follow.

What if I don't know how to submit attendance online?

- Electronic web-based submission is the quickest way to receive payment. With training, user guides, and videos, we'll make sure that you'll be able to submit attendance in the new format.

Information Online

- ACS will update you regularly on CAPS Online. You can also visit <https://www1.nyc.gov/site/acs/early-care/voucher-other-providers.page> for information and answers to frequently asked questions. In the future, training information and other resources will be available on this CAPS Online website.

ACS is committed to helping you make this transition to recording attendance by the hour and through the online system.

Sincerely,

Caryn Resnick
Acting Deputy Commissioner
Division of Child and Family Well-Being

Michael Moiseyev
Deputy Commissioner Division of
Financial Services