

# January 2022 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.

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 will be shut down by **June 2022**, 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 (see contact details below).

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**Reminder: Voucher service providers have 3 months to submit prior attendance in CAPS Online.**

For example, October’s attendance must be submitted no later than January 31. November’s attendance must be submitted no later than February 28 and so on. **As of February 1, 2022, October 2021 will no longer be available for attendance submission or payment via CAPS Online.**

**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 for payment will be affected.

## **CAPS Online Helpdesk**

For help with CAPS Online, contact 1-212-835-7610 and press \* or email [capsonline@earlychildhoodny.org](mailto:capsonline@earlychildhoodny.org)