

March 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, Spanish, Arabic, Haitian Creole, Russian, Simplified Chinese, and Yiddish.

Over 80% of providers serving subsidized children already use CAPS Online. CAPS Online users report receiving payment quicker.

The last month accepted on CAPS IVR phone system will be June 2022 service month. ACS-1 forms will also be discontinued soon. If you have difficulties accessing CAPS Online, please contact the CAPS Online Helpdesk for assistance.

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

For example, December 2021's attendance must be submitted no later than March 31, 2022. January 2022's attendance must be submitted no later than April 30, 2022 and so on. As of April 1, 2022, voucher service providers will no longer be able to submit attendance for December 2021 via CAPS Online.

As of July 1, 2022, child care providers will only be able to receive voucher payment for up to the prior 6 months. More details to follow.

We've listened to your feedback! Recent Changes to CAPS Online:

- Starting March 2022, CAPS Online, along with training videos and user manuals, will be available in additional languages (see languages above).
- The "Monthly Preview" screen, where users submit monthly attendance, will be renamed as "Monthly Attendance Submission"
- We've made improvements to CAPS Online to make it easier to use on your mobile phone!

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