

June 2022 CAPS ONLINE Update

CAPS Online is an online platform for child care providers to record and submit daily “time in and time out” attendance for each child. Over 90% of providers serving subsidized children already use **CAPS Online**. **Users report receiving payment more quickly.**

Important Dates to Remember

- **Effective July 1, 2022**, child care providers will only be able to submit & receive voucher payment for the previous six (6) service months.
- **Starting September 1, 2022**, all child care providers will be required to enter daily “time in and time out” attendance in **CAPS Online**.
- **August 2022** will be the **last service** month in which attendance can be submitted on an **ACS-1** form.
- **August 2022** will be the **last service month** in which attendance can be submitted via the **CAPS IVR** phone system.
- **September 30, 2022** is the last day that attendance can be submitted on the **CAPS IVR** phone system for June, July, and August service months.

Important To-Do's to Avoid Payment Delays

- **Submit** any outstanding invoices ASAP, especially those older than six (6) months. June 2022 is the **last month** you can submit invoices that are more than six (6) months old!
- **Convert to CAPS Online today** at <https://a069-capsonline.nyc.gov>.
- **Register for a CAPS Online training today** at <https://earlychildhoodny.org/capsonline/>. Materials are available in English, Spanish, Arabic, Haitian Creole, Russian, Simplified Chinese, and Yiddish.

CAPS Online Helpdesk

For help with CAPS Online, contact 1-212-835-7610 and press * or email capsonline@earlychildhoodny.org
For answers to Frequently Asked Questions, please visit our FAQs page at <https://www1.nyc.gov/site/acs/early-care/timeandattendance.page>

Maintenance Notice: 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.