

May 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 quicker.

LOG IN TODAY!!! <https://a069-capsonline.nyc.gov>

Important Dates to Remember

- **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 for **ACS-1** forms for programs/providers who have not already converted to CAPS Online. **ACS-1** forms will NOT be sent for the September 2022 service month and beyond.
 - **August 2022** is the last service month that providers can submit attendance via the **CAPS IVR** phone system.
- **Effective July 1, 2022**, child care providers will only be able to submit & receive voucher payment for the previous six service months.

Time is running out - Important To-Do's!

- Submit any outstanding invoices ASAP, especially those older than 6 months. You will not be eligible to receive payment for any service month prior to January 2022 after June 30, 2022.
- Convert to CAPS Online before September 1, 2022 at <https://a069-capsonline.nyc.gov>.
- Register for a CAPS Online training 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

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.