October 2022 CAPS ONLINE Update

CAPS Online is an online platform for child care providers to record and submit "time in and time out" (TITO) attendance for each child.

From September forward, all attendance must be entered into CAPS Online. If you haven't begun using CAPS Online, please do so immediately to avoid payment delays – **https://a069-capsonline.nyc.gov**.

Register for **CAPS Online Training** at **https://earlychildhoodny.org/capsonline/** to learn how to use the system. Materials are available in English, Spanish, Arabic, Haitian Creole, Russian, Simplified Chinese, and Yiddish.

If you cannot use CAPS Online, please contact the Voucher Payment Unit (VPU) at 1-212-835-7610, press 1 for English, 2 for Spanish and press #.

Important Reminders

- **The ACS-1 for time entry has been discontinued. If you have been using ACS-1s and have not yet converted to CAPS Online, please call the CAPS Online Helpdesk at 1-212-835-7610, press 1 for English, 2 for Spanish and then press *.**
- **CAPS IVR is no longer available. If you have been using CAPS IVR and have not yet converted to CAPS Online, please call the CAPS Online Helpdesk at 1-212-835-7610, press 1 for English, 2 for Spanish and then press *.**

Help & Support

For help with CAPS Online, contact the CAPS Online Helpdesk 1-212-835-7610, press 1 for English and 2 for Spanish and press * or email capsonline@earlychildhoodny.org

For answers to Frequently Asked Questions (FAQs), please visit our FAQs page at
https://www1.nyc.gov/site/acs/early-care/timeandattendance.page

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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.