

## August 2022 CAPS ONLINE Update

**CAPS Online** is an online platform for child care providers to record and submit “time in and time out” attendance for each child. **Effective September 1, 2022**, all child care providers will be required to enter “time in and time out” attendance in **CAPS Online**.

### Avoid Significant Payment Delays

- Convert to **CAPS Online** NOW at <https://a069-capsonline.nyc.gov>.
- Register for **CAPS Online** training NOW 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.

### Important Deadlines

- **September 1, 2022**, all child care providers will be required to enter “time in and time out” attendance in **CAPS Online**.
- **August 2022** attendance is the **last service month** that can be submitted on an **ACS-1** form.
- **August 2022** attendance is the **last service month** that can be submitted on the **CAPS IVR** phone system.
- **September 30, 2022** is the last day that retroactive attendance can be submitted on the **CAPS IVR** phone system for June, July, and August service months.

### CAPS Online Helpdesk

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