February 2023 CAPS ONLINE Update

All child care providers should now be submitting attendance via CAPS Online. 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 #.

Improvements to CAPS Online have been implemented

In February we implemented new features for quicker and easier attendance entry. With these features you will be able to

- Copy and paste attendance for children with the same time-in/time-out on the Daily and Weekly Time Entry pages, just by clicking a box.
- Increase the default number of records displayed per page on the Daily/Weekly Time Entry and Placement Roster pages.
- Programs only: Group children in your roster by classroom or bus and easily enter attendance by group.

For training materials and guidance please go to **CAPS Online Training** at **https://earlychildhoodny.org/capsonline/.**

Important Reminders

- The ACS-1 for time entry has been discontinued. If you 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 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

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

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