

January 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 are in the works!

We are excited to rollout new features soon 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.

Please be on the lookout for further announcements regarding when you will see these features in the system.

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

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>