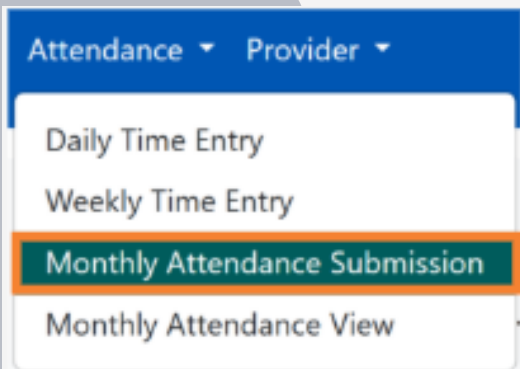


Attendance Submission

How do I submit attendance in CAPS Online?

Step-by-step instructions to submit a full month of attendance for payment.

1 Attendance → Monthly Attendance Submission



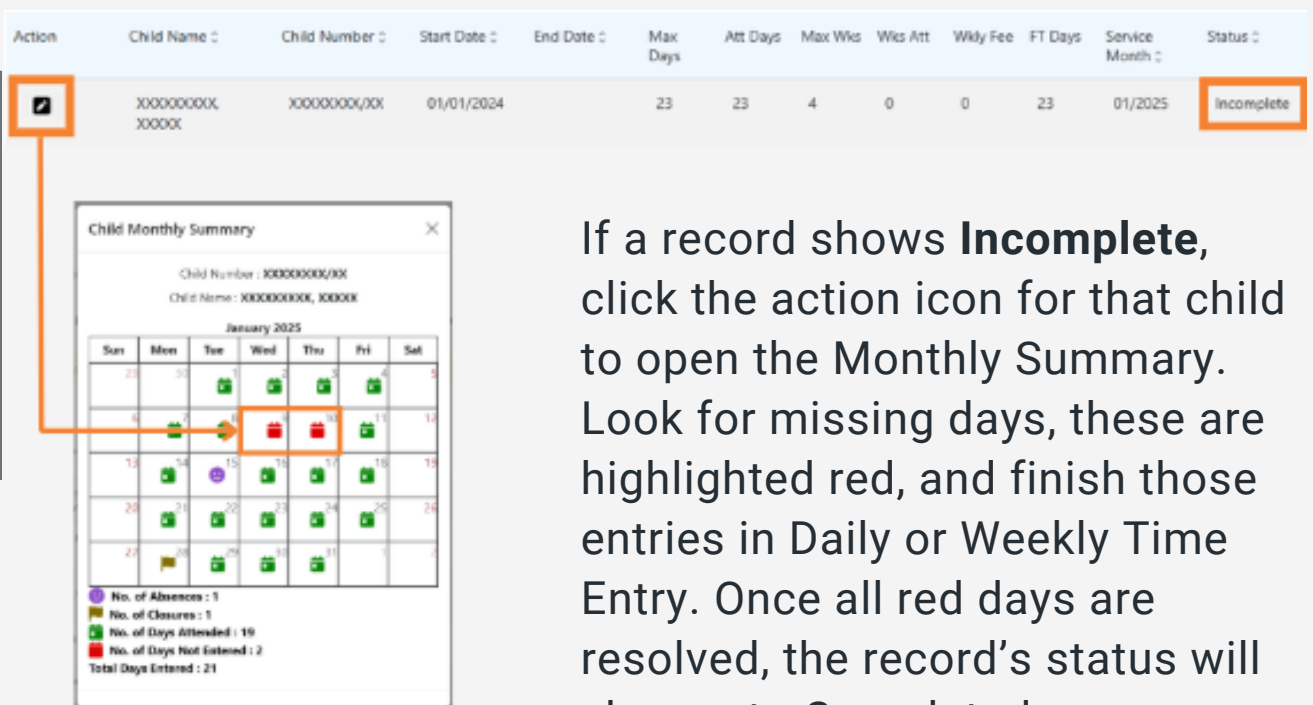
Go to Attendance → Monthly Attendance Submission

2 Check the Status



At the top of the page, check the status summary. If **Incomplete** or **Non-Submittable** shows any number greater than 0, go to Step 3 to fix those records first. If Incomplete and Non-Submittable are both 0 and only Completed (or Prior Months Completed) shows a number, proceed to Step 4 to submit.

3 Review Your Records



If a record shows **Incomplete**, click the action icon for that child to open the Monthly Summary. Look for missing days, these are highlighted red, and finish those entries in Daily or Weekly Time Entry. Once all red days are resolved, the record's status will change to Completed.

Others	
Prior Months Completed Records : 0	Non Submittable Records : 1

If a record shows **Non-Submittable**, it’s temporarily locked often due to recent enrollment/closure/parent-fee changes or other system updates. Wait until the next business day and check again. Once it changes to **Completed**, proceed to submit.

4 Submit All Completed Records

☒ I certify that the attendance information reported on this Electronic Attendance Form (**EAF**) is correct.
I understand that the **EAF** for this period must be completed and submitted for continued payment.
I also certify that as an eligible provider, I comply with the NYS Codes, Rules and Regulations, Title 18 NYCRR 415.12.
<https://ocfs.ny.gov/programs/childcare/regulations/415-Child-Care-Services.pdf>

Submit

Scroll to the certification section, check the box, and click Submit. Submitting sends all records currently marked “**Completed**” (including Prior Months Completed). Confirm when prompted.

5 Review

Attendance submitted successfully

Monthly Attendance Submission

Current Service Month : January	
Incomplete Records : 0	Completed Records : 0
Submitted Records : 4	
Others	
Prior Months Completed Records : 0	Non Submittable Records : 0

A green banner confirms your submission. Statuses update to **Submitted** for the records that were sent. If you still see records that are Incomplete or Non-Submittable, return to Step 3 to resolve and then submit again.