



**Administration for
Children's Services**

CAPS ONLINE USER MANUAL: PROVIDERS

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WHAT IS CAPS ONLINE?

CAPS Online was designed and developed to satisfy a directive from OCFS for NYC that the Administration for Children's Services (ACS) would have a program to collect time-in/time-out attendance data from childcare programs and providers that serve subsidized children. As of September 1, 2022, CAPS Online is the required method for entering time-in/time-out attendance for children with vouchers. Providers and programs must enter and submit attendance in CAPS Online in order to be paid for providing care to children with vouchers.

The CAPS Online attendance system helps to ensure a standardized method for tracking attendance for children with vouchers when care has been authorized. The system satisfies state requirements including that a provider eligible to care for subsidized children maintain daily attendance records including date of attendance, arrival and departure times, and notation of full day absences [18 NYCRR 415.12(a)(2)].

In addition to satisfying state requirements, CAPS Online helps to increase accuracy in recordkeeping and typically results in faster payments since monthly submissions are electronic. The system can be accessed using a computer, tablet, or mobile device.

CREATE AN NYC ID

The first step to accessing the CAPS Online system is to create a NYC ID.

- a.) If you **do not have** an NYC ID, please see **Step 1** below and proceed with creating your account.
- b.) If you **do have** an NYC ID, please skip to **Step 12** below.

1. Go to the URL: <https://a069-capsonline.nyc.gov>
2. Click on **Create Account**.

3. Enter your email address.

You must create your NYC ID with your email address. Your email address must not contain the following domain names: nyc.gov, nypd.org, queensda.org, specnarc.org, brooklynda.org, dfa.state.ny.us, trs.nyc.ny.us, nycers.org, nycffb.info, ibo.nyc.ny.us, queenscountrypa.com, statenislandusa.com, or nychhc.org.

4. Enter a password. (If the password is acceptable, the message "Password Good" will display below.)
5. Enter the password again to verify.

6. Select the dropdown and security question of your choice.
7. Enter your answer in the field below.

Security

Select a security question and provide an answer to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are on a public computer, we recommend you mask your answers by selecting *Hide* below.

Display Answers
☐ Show ☒ Hide

Security Question
Who was your childhood hero? ▾

Answer
●●●●●●●●

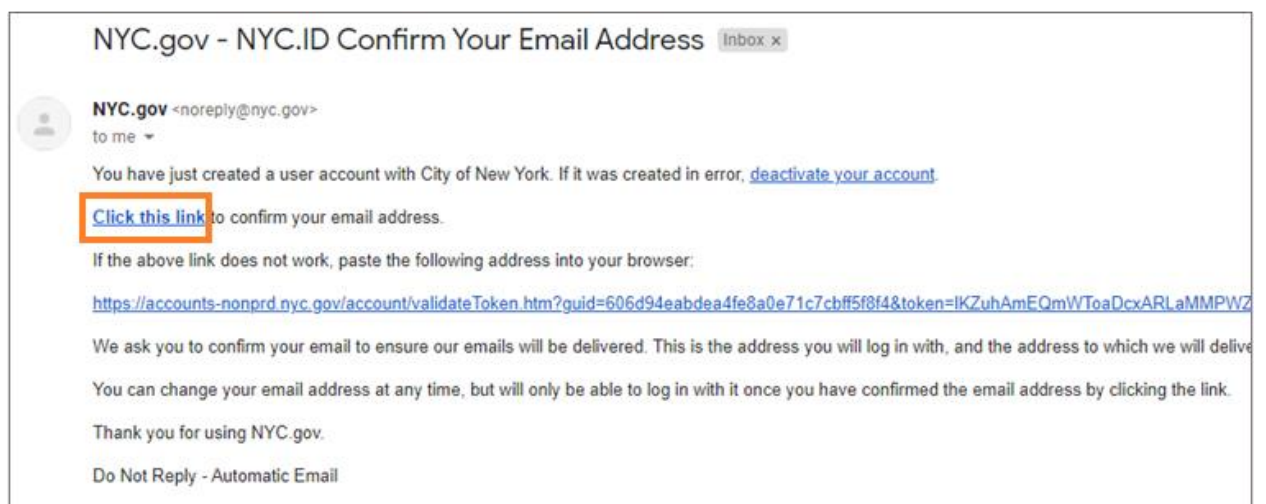
8. Accept the terms by selecting the checkbox.
9. Select the **Create Account** button.

Terms

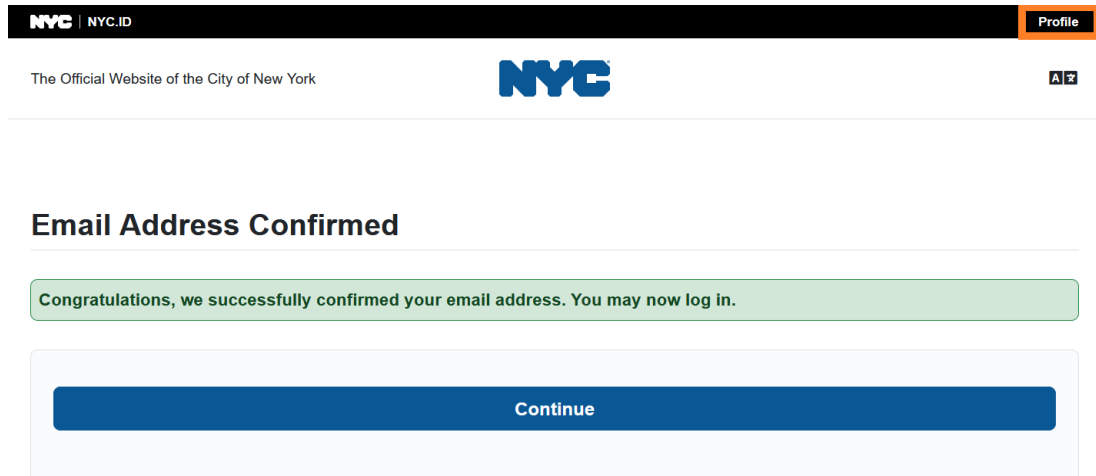
☒ Check the box to indicate that you understand and agree to the [NYC.ID Terms of Use](#), the [overall Terms of Use for NYC.gov](#), and the [Privacy Policy](#) for NYC.gov.

Create Account

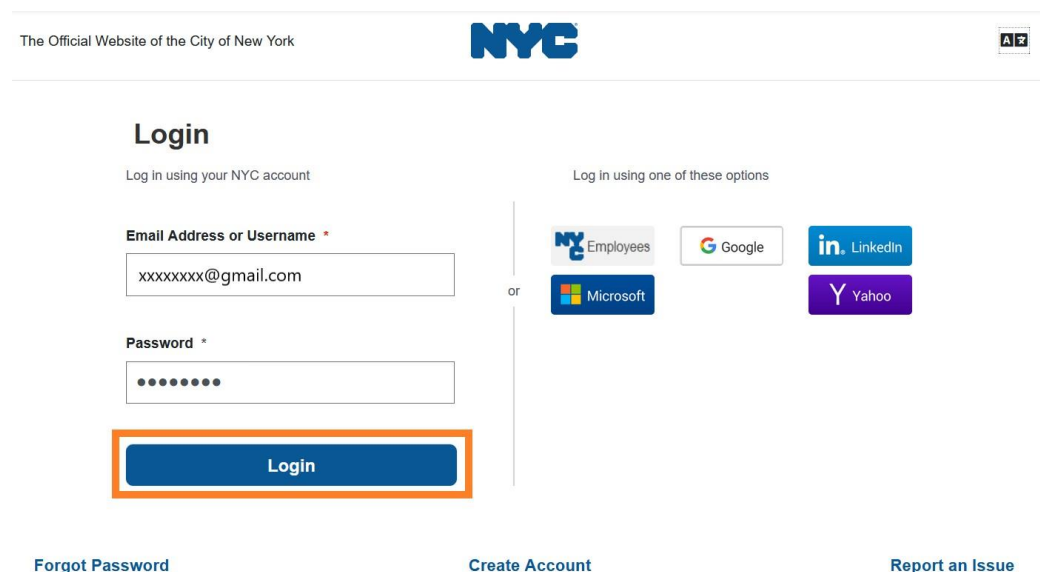
10. Once the information has been submitted, an email confirmation will be sent to the email address provided. Open the email and select the link in the email to confirm your email address.



11. A confirmation page will appear. Select the **Profile** button in the upper-right hand corner. (Note: you must complete this step before trying to log in. If you try to log into CAPS Online without updating your first and last name in the Profile section, the system will display an error message.)



12. Log into your NYC ID account with the email address and password you created. (If you already have an existing NYC ID, log in with your email address at the following URL: <https://www1.nyc.gov/account/user/profile.htm?spName=capsonline>)



13. Once logged into your NYC ID account, select the **Name** tab and enter the appropriate information. Then click **Save Changes**. (Note: When entering your name, please avoid using any special characters or accented letters, as they will cause an error when finishing the account creation process.)

Email Address Password **Name** Security Question Deactivate

First Name

First Name

Jane

Middle Initial

Last Name

Smith

Save Changes

14. **Note:** When creating your NYC ID, ***do not*** enable the 2-step verification. This will cause an error message in CAPS Online. Leave the screen as it looks below. (**Do not click “enable”**) If your screen shows a “disable” button instead, please see here for more information: [Disable 2-Step Verification in NYC ID](#).

NYC | NYC.ID

Log Out

The Official Website of the City of New York

NYC

Account Profile : xxxxxxxx@gmail.com

Email Address Password Name Security Question Deactivate **2-Step Verification**

2-Step Verification is an extra layer of security designed to ensure that you're the only person who can access your account, even if someone knows your password. We don't charge a message delivery fee, but your carrier may charge standard message and data rates.

Current Password:

Enable

15. If, during Step 12, you logged in with a previously-created NYC ID username (not an email address), please complete the following step. **If you just created a new NYC ID (Steps 1-11), do not complete this step, and continue to Step 15.**

Select the **Email Address** tab. Enter your email address in the appropriate fields, with your NYC ID password. Click **Save Changes**.

Email Address Password Name Security Question Deactivate

Email Address

New Email Address ?

xxxxxxxx@gmail.com

Confirm New Email Address

xxxxxxxx@gmail.com

Current Password

.....

Password Good

Save Changes

16. Once the information has been submitted, an **email confirmation** will be sent to the email address provided. Open the email and **select the link in the email to confirm your email address**.

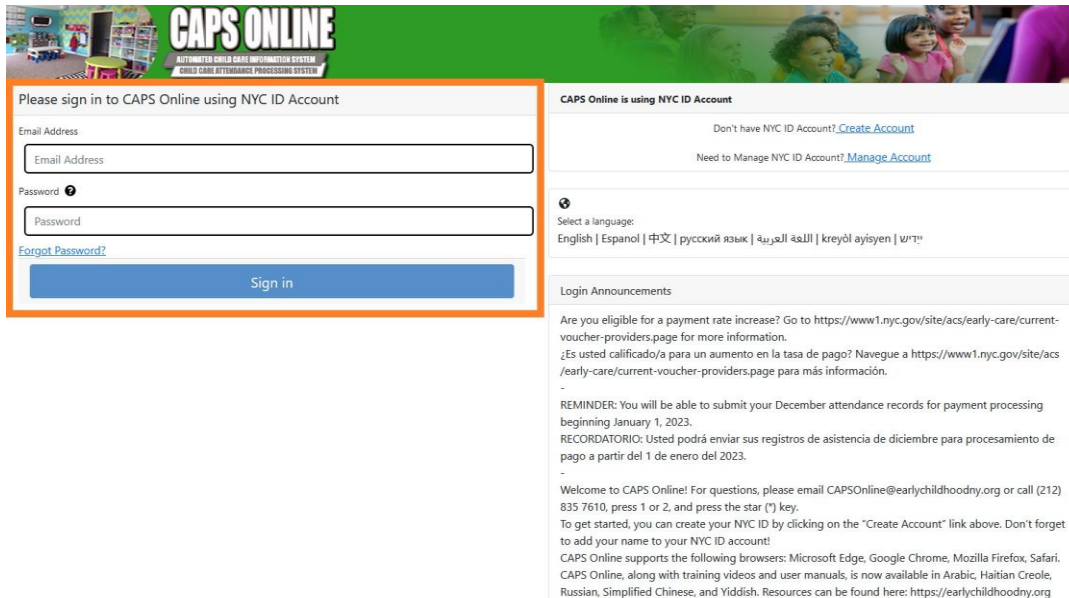
Email Address Password Name Security Question Deactivate

Your new email address is pending confirmation. To confirm your new email address, click on the link in the email that was sent to the new email address. If you are prompted to login, enter your current email address or username and password. If you have not received the email, check your spam/junk folder.

After this information has been completed, you will be able to successfully log in and use the CAPS Online system.

LOGGING IN TO CAPS ONLINE

Every time you need to log into CAPS Online, go to the CAPS Online website: <https://a069-capsonline.nyc.gov/caps/login>, and log in on the left-hand side of the screen, using your email address and password that you used to create your NYC ID.



CAPS ONLINE
AUTOMATED CHILD CARE INFORMATION SYSTEM
CHILD CARE ATTENDANCE PROCESSING SYSTEM

Please sign in to CAPS Online using NYC ID Account

Email Address

Password

[Forgot Password?](#)

CAPS Online is using NYC ID Account

Don't have NYC ID Account? [Create Account](#)

Need to Manage NYC ID Account? [Manage Account](#)

Select a language:
 English | Español | 中文 | русский язык | اللغة العربية | kreyòl ayisyen | יידיש

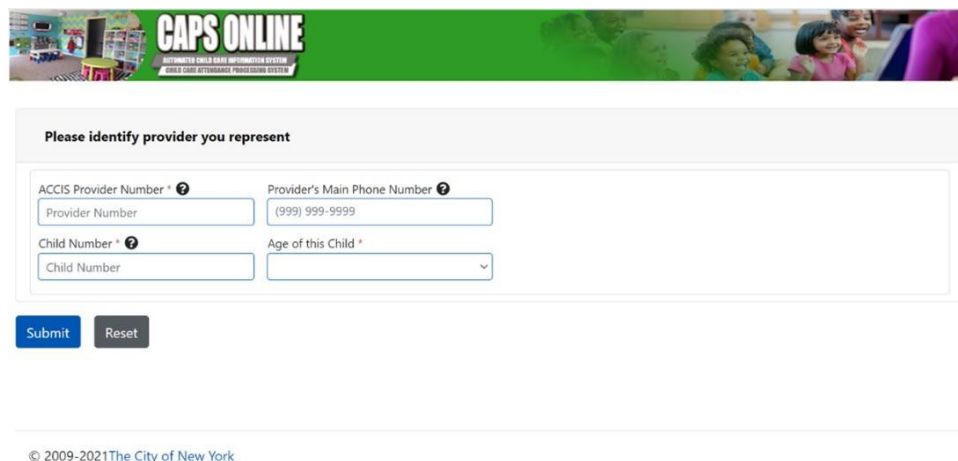
Login Announcements

Are you eligible for a payment rate increase? Go to <https://www1.nyc.gov/site/acs/early-care/current-voucher-providers.page> for more information.
 ¿Es usted calificado/a para un aumento en la tasa de pago? Navegue a <https://www1.nyc.gov/site/acs/early-care/current-voucher-providers.page> para más información.

REMINDER: You will be able to submit your December attendance records for payment processing beginning January 1, 2023.
 RECORDATORIO: Usted podrá enviar sus registros de asistencia de diciembre para procesamiento de pago a partir del 1 de enero del 2023.

Welcome to CAPS Online! For questions, please email CAPSOnline@earlychildhoodny.org or call (212) 835 7610, press 1 or 2, and press the star (*) key.
 To get started, you can create your NYC ID by clicking on the "Create Account" link above. Don't forget to add your name to your NYC ID account!
 CAPS Online supports the following browsers: Microsoft Edge, Google Chrome, Mozilla Firefox, Safari.
 CAPS Online, along with training videos and user manuals, is now available in Arabic, Haitian Creole, Russian, Simplified Chinese, and Yiddish. Resources can be found here: <https://earlychildhoodny.org>

Once you log in to CAPS Online for the first time, you will see a screen asking you to “Please identify provider you represent.” This is a one-time verification step that will allow the system to locate your provider information.



CAPS ONLINE
AUTOMATED CHILD CARE INFORMATION SYSTEM
CHILD CARE ATTENDANCE PROCESSING SYSTEM

Please identify provider you represent

ACCIS Provider Number *

Provider's Main Phone Number *

Child Number *

Age of this Child *

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You will need to enter the following information on this screen:

- **ACCIS Provider Number:** Your 6- or 7-digit ACCIS ID number assigned to you by ACS (*not* your license number).
- **Provider's Main Phone Number:** This field is optional and should be left blank.
- **Child Number:** The full 10-digit child number for any child currently enrolled in your care. This is the child's 8-digit ACS case number plus 2-digit suffix/child number, with leading zeroes left off. (Note: Do not enter any dashes or spaces.)
 - Example: An ACS case number would be 12345678 (8 digits), and the child suffix would be 01 (2 digits). On some documents, the full child number would look like

this: 12345678/01. In this instance, you would only enter the numbers with no dashes, slashes, or spaces – **1234567801**.

- If the 8-digit case number starts with a 0, such as 01234567, include the 0. In this case, your 10-digit child number would look like this: **0123456701**. (If the case number does not start with a 0, do not enter any zeroes at the beginning of the number.)

- **Age of this Child:** Select the exact, current age of the child whose case number you entered (verify birth date if you are unsure).

Once you verify this information, all the children in your care will be added to your CAPS Online account, and you will be able to start entering attendance in CAPS Online. If you run into any errors or experience any issues when completing these steps, please reach out to CAPS Online Support and/or CFWB Enrollment at the contact information below.

CAPS Online Support: 212-835-7610, press 1 for English or 2 for Spanish, and then press *.

CFWB Enrollment (if you don't have access to child's case number or other information): 212- 835-7610, press 1 for English or 2 for Spanish, and select the appropriate prompt.

PLACEMENT ROSTER

The placement roster shows you all the children currently enrolled in your care. (**Note:** If there are children enrolled with you who do not appear on your Placement Roster, please contact CFWB Enrollment.)










If you care for more than 10 children, a filter option will appear on the left side of the screen, allowing you to filter by child age. Clicking each column header with up/down arrows will allow you to sort the data in ascending or descending order.

Hovering over each icon in the **Action** column will let you know what that icon does. For further information on each of the functions, please refer to the corresponding page number.



Placement Roster

Action	Child Number	Child Name	C/V	Age	Case Name	Agency	Recent Date
	XXXXXXXX/XX	XXXXXXXX, XXXX	V	7.03	XXXXXXXX, XXXX	HRA	
	XXXXXXXX/XX	XXXXXXXX, XXXX	V	12.07	XXXXXXXX, XXXX	ACS	05/2025
	XXXXXXXX/XX	XXXXXXXX, XXXX	V	7.03	XXXXXXXX, XXXX	HRA	
	XXXXXXXX/XX	XXXXXXXX, XXXX	V	9.02	XXXXXXXX, XXXX	ACS	
	XXXXXXXX/XX	XXXXXXXX, XXXX	V	6.10	XXXXXXXX, XXXX	ACS	09/2024
	XXXXXXXX/XX	XXXXXXXX, XXXX	V	0.10	XXXXXXXX, XXXX	ACS	09/2024
	XXXXXXXX/XX	XXXXXXXX, XXXX	V	3.10	XXXXXXXX, XXXX	HRA	



[Drop a Child](#) (pencil icon): Page 12



[Daily Time Entry](#) (red calendar icon): Page 14



[Weekly Time Entry](#) (green calendar icon): Page 21

DROP A CHILD



The first (pencil) icon on the Placement Roster page allows you to “drop” or unenroll a child from your care. Clicking on it will take you to the Placement Drop page for that child (see below). You must choose a **Drop Code** (this is the reason for the unenrollment) and a **Drop Date** (last day the child attended) and then click **Save**.

If you cannot drop the child, a warning message will pop up after you click Save. To exit the warning, select Placement Roster from the navigation bar at the top and go back to the main listing.

AGENCY/RECERTIFICATION DATE

In CAPS Online, providers and programs can see the agency (ACS or HRA) that issued each child’s voucher, along with the recertification date (if applicable) for the voucher. This information appears on the Placement Roster page, and the recertification date will also appear on the Monthly Attendance Submission and Monthly Attendance View pages.

Action	Child Number	Child Name	C/V	Age	Case Name	Agency	Recert Date
	XXXXXXXXXX	XXXXXXXXXX, XXXX	V	7.03	XXXXXXXXXX, XXXX	HRA	
	XXXXXXXXXX	XXXXXXXXXX, XXXX	V	12.07	XXXXXXXXXX, XXXX	ACS	05/2025
	XXXXXXXXXX	XXXXXXXXXX, XXXX	V	7.03	XXXXXXXXXX, XXXX	HRA	
	XXXXXXXXXX	XXXXXXXXXX, XXXX	V	9.02	XXXXXXXXXX, XXXX	ACS	
	XXXXXXXXXX	XXXXXXXXXX, XXXX	V	6.10	XXXXXXXXXX, XXXX	ACS	09/2024
	XXXXXXXXXX	XXXXXXXXXX, XXXX	V	0.10	XXXXXXXXXX, XXXX	ACS	09/2024
	XXXXXXXXXX	XXXXXXXXXX, XXXX	V	3.10	XXXXXXXXXX, XXXX	HRA	

ENTERING ATTENDANCE

The **Attendance** dropdown has choices for Daily Time Entry, Weekly Time Entry, Monthly Attendance Submission, and Monthly Attendance View. You will be able to enter and submit attendance in CAPS Online for the current service month, as well as the previous 6 service months.



Daily Time Entry allows you to enter attendance for all of the children in your care one day at a time on a single screen (up to 50 children per page). **Weekly Time Entry** allows you to enter attendance for only one child at a time, but for an entire week on the same screen. You can still use Weekly Time Entry even if you're entering attendance on a daily basis. You can decide which of the two pages is more convenient for you when entering attendance in the system.

You may also choose to record your attendance data on paper and then enter the attendance information into CAPS Online later.

Time must be reflected in 15-minute increments. Round up or down to the closest time when recording your time. As can be seen in the screenshot below, enter an hour (9 for instance) in the Time In or Time Out box, and a drop-down menu of times will appear on the screen. Select the one closest to the child's arrival and/or departure time.

Examples:

- For 9:05am arrival – select 09:00 (9:00 AM)
- For 9:10am arrival – select 09:15 (9:15 AM)
- For 4:22pm departure – select 16:30 (4:30 PM)
- For 4:50pm departure – select 16:45 (4:45 PM)

A screenshot of the CAPS Online Time In/Out form. The form has three columns: Time In, Time Out, and Absence. The Time In column has a text input box containing the number '9'. A dropdown menu is open below the input box, showing a list of times in 15-minute increments: 09:00 (9:00 AM), 09:15 (9:15 AM), 09:30 (9:30 AM), 09:45 (9:45 AM), 21:00 (9:00 PM), 21:15 (9:15 PM), 21:30 (9:30 PM), and 21:45 (9:45 PM). The dropdown menu is highlighted with an orange border.

CAPS Online also runs in military time, which means the PM hours will appear in 24-hour increments. For instance, 4:00pm will appear as 16:00. When entering PM hours, ensure that you have scrolled down to the PM hours, as the AM hours will appear first.

Examples:

- For 2:05pm arrival – select 14:00 (2:00 PM)
- For 2:10pm arrival – select 14:15 (2:15 PM)
- For 4:05pm departure – select 16:00 (4:00 PM)
- For 4:10pm departure – select 16:15 (4:15 PM)

UNDERSTANDING THE LEGEND

A legend appears at the top of the screen on the Daily Time Entry and Weekly Time Entry pages, explaining the symbols for each possible attendance status.

Legend Absence Closure Not Entered Attended Not Enrolled Submitted

- **Absent (Purple):** An absence has been entered for that day and child
- **Closure (Brown):** A closure has been entered for that day (*see Page 39 [for instructions for entering closures](#)*)
- **Not Entered (Red):** No attendance has been entered (neither time-in/time-out nor absence) for that day and child
- **Attended (Green):** A time-in/time-out has been entered for that day and child
- **Not Enrolled (Blue):** The child is not enrolled on that day (this includes weekends)
- **Submitted (Black):** Attendance for that day has been entered and that service month's attendance has been submitted for processing

DAILY TIME ENTRY

Clicking on **Daily Time Entry** in the Attendance dropdown menu takes you to the current day's table of all the children you care for. The Child Number, Child Name, and Contract/Voucher (C/V) columns can be sorted in ascending or descending order.

If you care for more than 10 children, you will be able to filter by Age and/or Level of Care, using the filters on the left-hand side of the screen.

Filter

Age

Select

Level Of Care

T - TODDLER

Apply Filter

Reset Filter

0 selected / 2 total

Save

Reset

The following steps explain how to enter attendance using the Daily Time Entry option.

1. Select the **Attendance** dropdown and select **Daily Time Entry**.

2. The Daily Time Entry page will open for the current day. You may choose a different day by using the arrows to move to the previous or following day or clicking on the field under **Select Date** to choose a date from any of the previous six service months.

3. Enter time in 15-minute increments in the **Time-in/time-out** columns. (Note: Time- in/time-out is recorded in military time.) If the child was absent, select the checkbox in the **Absence** column.

Save


Reset

- Click **Save** at the bottom once you are finished. Click **Save** again in the pop-up that appears. Once you've successfully saved, a green confirmation message will appear at the top of the page, and the icons in the Action column will update from red calendar icons (not entered) to either green calendar (attended) or purple face (absence) icons, depending on what was entered.

The screenshot shows the CAPS ONLINE interface. A 'Save Changes' pop-up is visible on the left, asking 'Are you sure you would like to save your changes?' with 'Save' and 'Cancel' buttons. On the right, a green confirmation message states: 'XXXXXXXX/XX for service date 7/1/2025 time entry was created successfully.' This message is repeated four times. Below the message, the 'Daily Time Entry' section is visible, showing a table of time entries for various children. The table includes columns for Select, Action, Child Number, Child Name, Age, Case Name, LC, C/V, Start Date, End Date, Time In, Time Out, and Absence. The first row shows a child with age 6.00, case name XXXXX, XXXX, LC P, C/V V, Start Date 05/01/24, End Date 09/30/25, Time In 07:00, Time Out 18:00, and Absence. The second row shows a child with age 4.03, case name XXXXX, XXXX, LC P, C/V V, Start Date 08/01/24, Time In, Time Out, and Absence. The third row shows a child with age 2.07, case name XXXXX, XXXX, LC T, C/V V, Start Date 11/01/24, Time In 09:15, Time Out 16:30, and Absence. The fourth row shows a child with age 4.00, case name XXXXX, XXXX, LC P, C/V V, Start Date 11/01/24, Time In 08:00, Time Out 15:45, and Absence. The table has 'Save' and 'Reset' buttons at the bottom.

ENTERING A SECOND TIME-IN/TIME-OUT IN DAILY TIME ENTRY

In cases where you need to enter a **second time-in/time-out**, (for example, if a child needs to leave care during the day because they have a doctor's appointment), follow the steps below to access the individual Daily Time Entry page for that child.

- Select the red calendar icon  in the Action column to view the details for a specific child.

The screenshot shows the CAPS ONLINE interface. The 'Daily Time Entry' section is visible, showing a table of time entries for various children. The table includes columns for Select, Action, Child Number, Child Name, Age, Case Name, LC, C/V, Start Date, End Date, Time In, Time Out, and Absence. The first row shows a child with age 6.00, case name XXXXX, XXXX, LC P, C/V V, Start Date 05/01/24, End Date 09/30/25, Time In, Time Out, and Absence. The second row shows a child with age 4.03, case name XXXXX, XXXX, LC P, C/V V, Start Date 08/01/24, Time In, Time Out, and Absence. The third row shows a child with age 2.07, case name XXXXX, XXXX, LC T, C/V V, Start Date 11/01/24, Time In, Time Out, and Absence. The fourth row shows a child with age 4.00, case name XXXXX, XXXX, LC P, C/V V, Start Date 11/01/24, Time In, Time Out, and Absence. The table has 'Save' and 'Reset' buttons at the bottom.

2. Enter the second time-in/time-out in the appropriate fields. Enter time in 15-minute increments. Select **Save** when you have finished entering time-in/time-out on this page.

CAPS ONLINE Home Placement Roster Attendance Provider User Profile Logout

Daily Time Entry Form July 1, 2025

Child Number: XXXXXXXX/XX Child Name: XXXXX, XXXX Case Name: XXXXX, XXXX

Service Date: 07/01/2025 Contract/Voucher: Voucher

1st Time In: 07:15 1st Time Out: 11:00 2nd Time In: 1:30 2nd Time Out:

☐ A - ABSENCE

Save Reset

COPY/PASTE TIME-IN/TIME-OUT IN DAILY TIME ENTRY

In both Daily and Weekly Time Entry, you can copy and paste time-in/time-out for children who arrived and left at the same time. You can copy and paste up to 50 records at a time, after typing in the time-in/time-out for one child.

On the Daily Time Entry screen, you will see a column that says “Select,” to the left of the “Action” column. The checkboxes in this column, when selected, can be used to copy and paste entered time-in/time-out.

CAPS ONLINE Home Placement Roster Attendance Provider User Profile Logout

Daily Time Entry

Select Date: 07/01/2025

Legend: Absence Closure Not Entered Attended Not Enrolled Submitted

Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	6.00	XXXXX, XXXX	P	V	05/01/24	09/30/25			<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	4.03	XXXXX, XXXX	P	V	08/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	2.07	XXXXX, XXXX	T	V	11/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	4.00	XXXXX, XXXX	P	V	11/01/24				<input type="checkbox"/>

Save Reset

To bulk copy/paste: [Bulk Copy/Paste \(All Visible Records\)](#) on Page 18

To copy/paste one row at a time: [Individual Copy/Paste \(Selected Records Only\)](#) on Page 19

BULK COPY/PASTE (ALL VISIBLE RECORDS)

The below steps will allow you to quickly save the same time-in/time-out value for all records on the screen.

1. To copy and paste the same time for **all** the records on the page (up to 50 records), enter the time-in and/or time-out for the first child on the screen. Then click on the checkbox in the “Select” column for that row. This will copy the time-in/time-out from that record – the row will be highlighted, and you’ll see a small red confirmation at the bottom of the screen that says “Copying is done.”

The screenshot shows the CAPS ONLINE interface for Daily Time Entry. The top navigation bar includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', and 'Provider'. A user profile and 'Logout' link are on the right. Below the navigation bar, there's a 'Select Date' dropdown set to '07/01/2025' and a 'Legend' section with icons for Absence, Closure, Not Entered, Attended, Not Enrolled, and Submitted. The main table has columns: Select, Action, Child Number, Child Name, Age, Case Name, LC, C/V, Start Date, End Date, Time In, Time Out, and Absence. The first row is highlighted in blue, and its 'Select' checkbox is checked. An orange arrow points to this checkbox. At the bottom, there are 'Save' and 'Reset' buttons, and a message box that says 'Copying is done.'

Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	6.00	XXXXX, XXXX	P	V	05/01/24	09/30/25	07:00	18:00	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	4.03	XXXXX, XXXX	P	V	08/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	2.07	XXXXX, XXXX	T	V	11/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	4.00	XXXXX, XXXX	P	V	11/01/24				<input type="checkbox"/>

2. To paste the copied time-in/time-out for all of the records on the screen, click on the master checkbox at the top of the column, immediately under the word “Select.” All the rows on the page will now have the same time-in/time-out and appear highlighted, and you’ll receive a small red confirmation message at the bottom of the screen that says “Pasting is done”.

The screenshot shows the same CAPS ONLINE interface, but now all rows in the table are highlighted in blue. The 'Select' checkbox for the first row is still checked. At the bottom, the message box now says 'Pasting is done.'

Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	6.00	XXXXX, XXXX	P	V	05/01/24	09/30/25	07:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	4.03	XXXXX, XXXX	P	V	08/01/24		07:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	2.07	XXXXX, XXXX	T	V	11/01/24		07:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	4.00	XXXXX, XXXX	P	V	11/01/24		07:00	18:00	<input type="checkbox"/>

Note: When you click the master “Select” checkbox, it will overwrite any entered attendance. Only use the checkbox at the top (pictured below) if all visible records should have the same time-in/time-out.

3. Click **Save** when you are finished and click **Save** again on the pop-up that appears. You will see a green confirmation message at the top of the screen confirming which records have been successfully saved with time-in/time-out.



4. If you have multiple pages of child records, use the arrow keys at the bottom to move to the next page and repeat the process (bulk copy/paste only impacts the records visible on the page).

Note: If you would like to change the default number of records visible on a page, please refer to [User Profile](#) on Page 44.

INDIVIDUAL COPY/PASTE (SELECTED RECORDS ONLY)

The below steps will allow you to quickly copy and paste a time-in/time-out value, one record at a time.

1. Enter time-in/time-out attendance for the first child whose attendance you would like to copy/paste, then select the corresponding checkbox in the “Select” column for that row. This will copy the time-in/time-out from that record – the row will be highlighted, and you’ll see a small red confirmation at the bottom of the screen that says “Copying is done.” **Note:** The copied record does not have to be the first row on the screen. Whichever record is selected and highlighted first will be copied.

Daily Time Entry

Select Date * 07/01/2025

Legend Absence Closure Not Entered Attended Not Enrolled Submitted

Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	6.00	XXXXX, XXXX	P	V	05/01/24	09/30/25	07:00	18:00	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	4.03	XXXXX, XXXX	P	V	08/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	2.07	XXXXX, XXXX	T	V	11/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	4.00	XXXXX, XXXX	P	V	11/01/24				<input type="checkbox"/>

Save Reset

Copying is done.

- Once one row of time-in/time-out has been copied, use the boxes in the “Select” column to select the other records with the same time-in/time-out. When you select each record, the time-in/time-out will immediately be pasted. Each pasted row will be highlighted, and you’ll receive a small red confirmation message at the bottom of the screen that says “Pasting is done” each time.

CAPS ONLINE Home Placement Roster Attendance Provider User Profile Logout

Daily Time Entry

Select Date: 07/01/2025

Legend: Absence Closure Not Entered Attended Not Enrolled Submitted

Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	6.00	XXXXX, XXXX	P	V	05/01/24	09/30/25	07:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	4.03	XXXXX, XXXX	P	V	08/01/24		07:00	18:00	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	2.07	XXXXX, XXXX	T	V	11/01/24				<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	4.00	XXXXX, XXXX	P	V	11/01/24		07:00	18:00	<input type="checkbox"/>

Save Reset

Pasting is done.

Note: As soon as you click on a checkbox, the copied time-in/time-out will be pasted into the time-in/time-out boxes for that record, overwriting any entered attendance. This action cannot be undone. If you mistakenly overwrite attendance for a child record, click on the checkbox for that record to deselect it (it will no longer be highlighted), then re-enter the correct time-in/time-out for that child in the corresponding boxes.

- Once you have pasted the records you would like to paste on this page, click **Save** at the bottom of the screen. A pop-up will then appear, asking if you’re sure you want to save your changes. Click **Save** again.

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Daily Time Entry

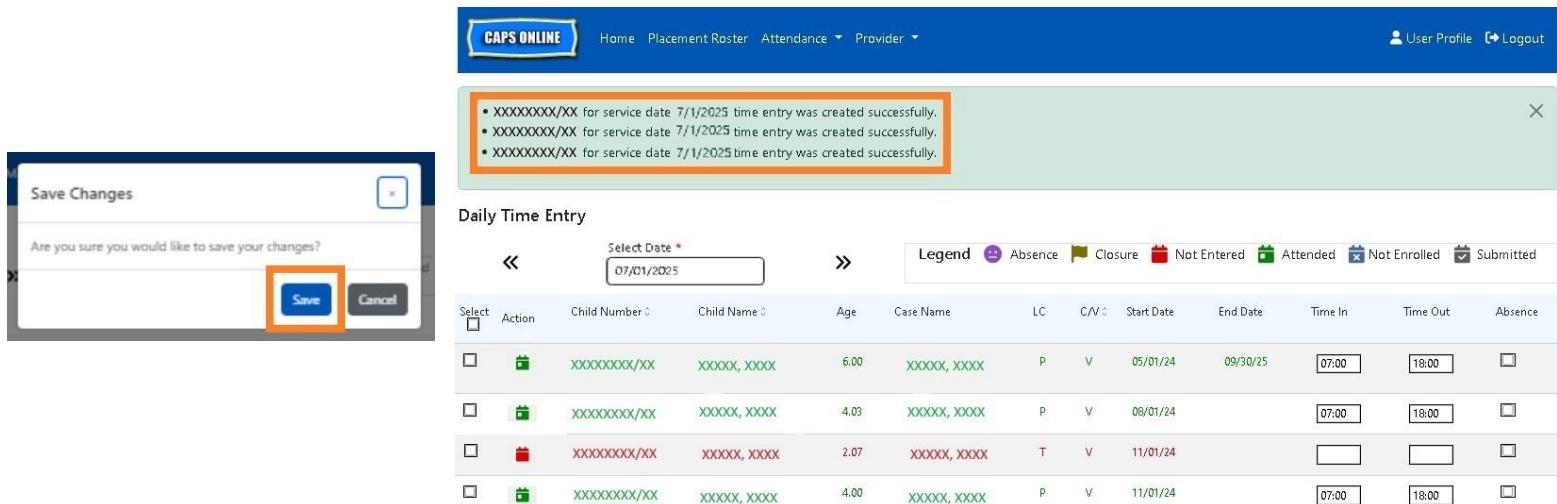
Select Date: 07/01/2025

Legend: Absence Closure Not Entered Attended Not Enrolled Submitted

Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	6.00	XXXXX, XXXX	P	V	05/01/24	09/30/25	07:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	4.03	XXXXX, XXXX	P	V	08/01/24		07:00	18:00	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	2.07	XXXXX, XXXX	T	V	11/01/24				<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	4.00	XXXXX, XXXX	P	V	11/01/24		07:00	18:00	<input type="checkbox"/>

Save Reset

- Once you click **Save**, confirmation messages will appear at the top of the screen for the child records with newly saved time-in/time-out. In the table below, the icons and text for those records will switch from red (not entered) to green (attended).



Save Changes

Are you sure you would like to save your changes?

Save **Cancel**

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XXXXXXXXXX for service date 7/1/2025 time entry was created successfully.
 XXXXXXXXXX for service date 7/1/2025 time entry was created successfully.
 XXXXXXXXXX for service date 7/1/2025 time entry was created successfully.

Daily Time Entry

Select Date * 07/01/2025

Legend Absence Closure Not Entered Attended Not Enrolled Submitted

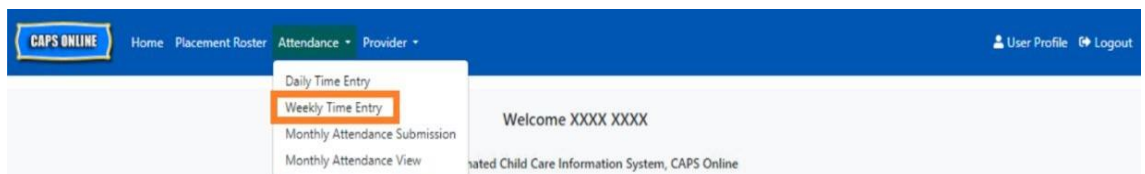
Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX	6.00	XXXXX, XXXXX	P	V	05/01/24	09/30/25	07:00	18:00	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX	4.03	XXXXX, XXXXX	P	V	08/01/24		07:00	18:00	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX	2.07	XXXXX, XXXXX	T	V	11/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX	4.00	XXXXX, XXXXX	P	V	11/01/24		07:00	18:00	<input type="checkbox"/>

- After saving your attendance, repeat Steps 1-4 to copy and paste a different set of time-in/time-out values.

WEEKLY TIME ENTRY

Weekly Time Entry allows you to enter attendance for one child for the entire week, with the option of entering more than one time-in/time-out per day for the same child.

- Select the **Attendance** dropdown and select **Weekly Time Entry**.



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Daily Time Entry
Weekly Time Entry
 Monthly Attendance Submission
 Monthly Attendance View

Welcome XXXX XXXX

Child Care Information System, CAPS Online

- When you select Weekly Time Entry, there are options to search by Case Information or Attendance Month. Select **Attendance Month**.



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Weekly Time Entry

Select a category to search by:


Case Information
Attendance Month

- In the dropdown menu that appears to the right, choose the month for which you would like to enter time-in/time-out, then click **Search** to view the child records for that

month. Attendance entry is available for the current service month, as well as the six prior service months.

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- You will see a table with all of the children in your care for that service month. If you care for more than 10 children, you will be able to filter by Age and/or Level of Care, using the filters on the left-hand side of the screen.

To enter a child’s time-in/time-out for the week, select the green calendar icon  in the **Action** column beside the child.

Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date
	XXXXXXXX/XX	XXXXX, XXXX	6.00	XXXXX, XXXX	P	V	05/01/24	09/30/25
	XXXXXXXX/XX	XXXXX, XXXX	4.03	XXXXX, XXXX	P	V	08/01/24	
	XXXXXXXX/XX	XXXXX, XXXX	4.00	XXXXX, XXXX	P	V	11/01/24	

After selecting a child, the **Weekly Time Entry** screen will display for that one child. From here, you may record time-in/time-out and absences. If you cannot complete it all at one time, you may save your work at any time and return to complete it later.

- Enter the time-in/time-out for each day in the first two boxes of each column. Time must be entered using 15-minute increments in the system. (Note: time-in/time-out is recorded in military time.)

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Weekly Child Time Entry

Case Information

Child Number: XXXXXXXX/XX
Child Name: XXXXX, XXXX
Case Name: XXXXX, XXXX
Enroll Start Date: 08/01/2024
Enroll End Date:
Service Month: 07/25

Select Dates *
07/06/2025

Legend
Absence
Closure
Not Entered
Attended
Not Enrolled
Submitted

Time	Sun 7/6/2025	Mon 7/7/2025	Tue 7/8/2025	Wed 7/9/2025	Thu 7/10/2025	Fri 7/11/2025	Sat 7/12/2025
1st Time In		07:15	07:15		7:30		
1st Time Out		17:00	11:00		07:30 (7:30 AM)		
2nd Time In			13:30		19:30 (7:30 PM)		
2nd Time Out			18:00				
	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input checked="" type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input checked="" type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select

Save
Reset

- If you need to enter a second time-in/time-out (for example, if a child needs to leave care during the day for a doctor's appointment and then returns later), you may do so in the third and fourth boxes in each column (2nd Time In and 2nd Time Out).

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Weekly Child Time Entry

Case Information

Child Number: XXXXXXXX/XX
Child Name: XXXXX, XXXX
Case Name: XXXXX, XXXX
Enroll Start Date: 08/01/2024
Enroll End Date:
Service Month: 07/25

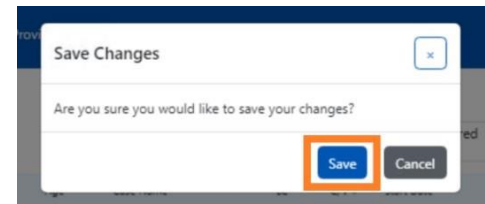
Select Dates *
07/06/2025

Legend
Absence
Closure
Not Entered
Attended
Not Enrolled
Submitted

Time	Sun 7/6/2025	Mon 7/7/2025	Tue 7/8/2025	Wed 7/9/2025	Thu 7/10/2025	Fri 7/11/2025	Sat 7/12/2025
1st Time In		07:15	07:15		7:30		
1st Time Out		17:00	11:00		07:30 (7:30 AM)		
2nd Time In			13:30		19:30 (7:30 PM)		
2nd Time Out			18:00				
	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input checked="" type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input checked="" type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select

Save
Reset

- After entering all times or recording absences, scroll to the bottom of the page and select **Save**.
- Select Save in the confirmation popup that appears.



COPY/PASTE TIME-IN/TIME-OUT IN WEEKLY TIME ENTRY

On the Weekly Time Entry page, you can copy and paste a full week of time-in/time-out attendance for one specific child, after typing in the time-in/time-out for one day.

- Enter time-in/time-out for one day of the week, then click on the “Select” box underneath the time-in/time-out boxes. You’ll receive a red message at the bottom of the screen that says “Copying is done.”

Legend: Absence, Closure, Not Entered, Attended, Not Enrolled, Submitted

Time	Sun 7/6/2025	Mon 7/7/2025	Tue 7/8/2025	Wed 7/9/2025	Thu 7/10/2025	Fri 7/11/2025	Sat 7/12/2025
1st Time In		07:15					
1st Time Out		17:30					
2nd Time In							
2nd Time Out							
	ABSENCE	ABSENCE	ABSENCE	ABSENCE	ABSENCE	ABSENCE	ABSENCE
	Select	Select	Select	Select	Select	Select	Select

Save Reset

Copying is done.

- Once the time is copied, click on each of the “Select” boxes for the other days that you want to paste the attendance for. When you click on each check box, the time-in/time-out values will immediately be pasted, and a red message will appear at the bottom of the screen that says “Pasting is done.”

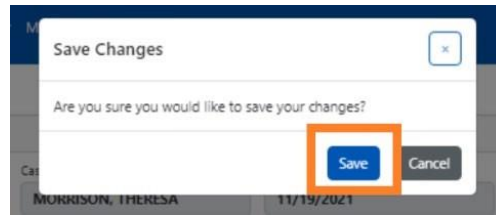
Legend: Absence, Closure, Not Entered, Attended, Not Enrolled, Submitted

Time	Sun 7/6/2025	Mon 7/7/2025	Tue 7/8/2025	Wed 7/9/2025	Thu 7/10/2025	Fri 7/11/2025	Sat 7/12/2025
1st Time In		07:15	07:15	07:15	07:15	07:15	
1st Time Out		17:30	17:30	17:30	17:30	17:30	
2nd Time In							
2nd Time Out							
	ABSENCE	ABSENCE	ABSENCE	ABSENCE	ABSENCE	ABSENCE	ABSENCE
	Select	Select	Select	Select	Select	Select	Select

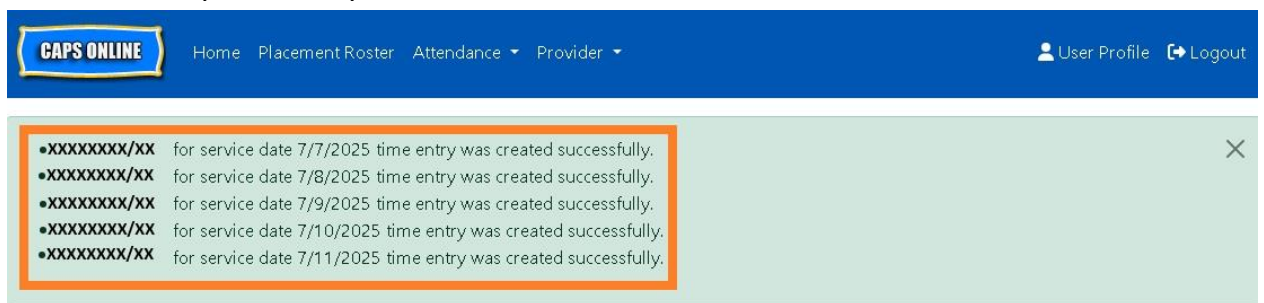
Save Reset

Pasting is done.

- When you're done copying and pasting the attendance, click **Save** at the bottom of the screen, and **Save** again on the pop-up that appears and asks "Are you sure you would like to save your changes?"



- You will then receive a green confirmation message at the top of the page, confirming that all attendance was saved successfully. You can now move on to the next week or go back to Weekly Time Entry and start with another child's attendance.



NOTE: RESET, EDIT, OR DELETE ENTRIES

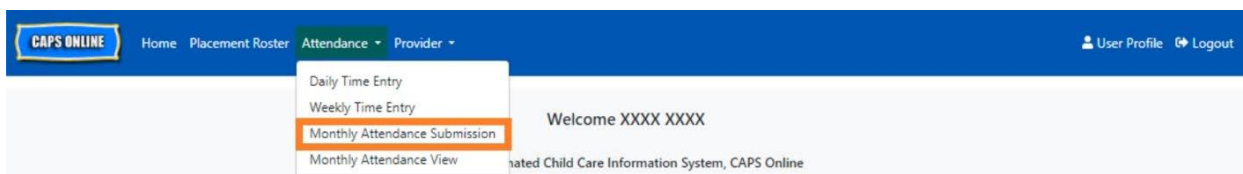
In CAPS Online, an error message (see below) will appear if you try to leave the Daily Time Entry or Weekly Time Entry screens while there are unsaved entries on that page. Before leaving the page, you must either save your entries by selecting Save or cancel your entries by selecting Reset. After selecting Reset, any unsaved entries and or edits you made to your roster will be cleared.



Note that entries that have been submitted in Monthly Attendance Submission but not yet processed for payment cannot be edited (see [Note: Editing Already Submitted Attendance](#) on Page 30).

MONTHLY ATTENDANCE SUBMISSION

After entering a full month's attendance using Daily or Weekly Time Entry, the attendance must then be submitted for payment processing on the **Monthly Attendance Submission** page.



If you care for more than 10 children, you can use the filters on the left side of the screen to filter by status and/or service month. You can also select the **Rows** dropdown on the right side of the screen to display up to 50 child records per page. Click on any column header that has up/down arrows to sort the data in ascending or descending order. The pencil icon in the Action column allows you to see the status of that child's attendance (attended, absent, not entered, closures, etc.) for each day of the service month.

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Monthly Attendance Submission

Current Service Month : July

Incomplete Records : 1
Completed Records : 1
Submitted Records : 1
Others

Prior Months Completed Records : 1
Non Submittable Records : 0

If any of your records display in "non-submittable" status please try to submit again on the next business day

Action	Child Name	Child Number	Start Date	End Date	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status	Recert Date
	XXXXX, XXXX	XXXXXXXXXX/XX	05/01/2024	09/30/2025	23	19	4	0	0	0	07/2025	Submitted	
	XXXXX, XXXX	XXXXXXXXXX/XX	08/01/2024		23		4		0		07/2025	Incomplete	
	XXXXX, XXXX	XXXXXXXXXX/XX	11/01/2024		23	21	4	0	0	0	07/2025	Completed	
	XXXXX, XXXX	XXXXXXXXXX/XX	11/01/2024	06/30/2025	21	17	5	0	0	0	06/2025	Completed	

☐ 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

To view an overview of the monthly attendance for a specific child, select the pencil icon in the Action column. The Child Monthly Summary pop-up (pictured below) will display the entire month's activity for that one child.

Child Monthly Summary

Child Number : XXXXXXXX/XX Child Name : XXXXXX, XXXX

July 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

No. of Absences : 2
 No. of Closures : 0
 No. of Days Attended : 13
 No. of Days Not Entered : 8
Total Days Entered : 15

In the example above, time-in/time-out attendance has been entered for this child for thirteen days (July 1-3, 9-10, 14-17, 21, 24-25, 29). The child was absent for 2 days (July 11 and 30), and attendance still needs to be entered for the remaining days of the month, as shown by the **red** icons.

TYPES OF RECORDS IN MONTHLY ATTENDANCE SUBMISSION

The **Status** column on the Monthly Attendance Submission page will tell you the status of each child record for the current service month. (You may need to scroll to the right to view this column.)

Action	Child Name	Child Number	Start Date	End Date	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status	Recert Date
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX	05/01/2024	09/30/2025	23	19	4	0	0	0	07/2025	Submitted	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX	08/01/2024		23		4		0		07/2025	Incomplete	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX	11/01/2024		23	21	4	0	0	0	07/2025	Completed	

A summary of the status of your attendance records is also shown at the top of the Monthly Attendance Submission page. The **Current Service Month** is the most recent service month that can be submitted for payment processing on the Monthly Attendance Submission page.

CAPS ONLINE

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[Provider](#)

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Monthly Attendance Submission

Current Service Month : July

Incomplete Records : 1
Completed Records : 1
Submitted Records : 1

Others

Prior Months Completed Records : 1
Non Submittable Records : 0

Below is a list of descriptions for the statuses of each type of child record displayed on the Monthly Attendance Submission screen.

- **Incomplete:** A child record is “incomplete” if there is at least one day during the *Current Service Month* for which an entry is missing (i.e. a time-in/time out, an absence, or a closure). You must complete the attendance for those days in Daily Time Entry or Weekly Time Entry for that child. A child record marked “Incomplete” cannot be submitted in Monthly Attendance Submission.
- **Completed:** A child record is “completed” if there is an entry entered for every day of the *Current Service Month* for that child (i.e. a time-in/time-out, an absence or a closure), but the record has not been submitted for processing yet. The record is ready to be submitted in Monthly Attendance Submission.
- **Submitted:** A child record is “submitted” if the record has already been submitted for the Current Service Month in Monthly Attendance Submission. Entries for that child can

no longer be edited in Daily Time Entry or Weekly Time Entry until the payment is processed. Payment processing usually takes approximately 7 business days.

The remaining statuses (under **Others**) may apply to child attendance records from the current service month or from months **prior to the Current Service Month**:

- **Prior Months Completed:** Records for prior service months will appear with this status if the record falls in one of the two following scenarios:
 - The child record had not been submitted for one of the months prior to the *Current Service Month* and is ready to be submitted for that month, or;
 - The child record for one of the months prior to the *Current Service Month* has already been submitted and processed for payment; however, at least one day's attendance has been edited in Daily Time Entry or Weekly Time Entry since that record was submitted. The updated record can now be resubmitted for payment processing.
- **Non Submittable:** There are several actions that will result in an attendance record to be temporarily moved into "non-submittable" status including:
 - Enrollment modifications – dropped, modified, or new enrollment;
 - Anything that updates parents' fee – income modifications, family size modifications, fund stream modifications;
 - Closure modifications

If any of your records display in "non-submittable" status, please try to submit again on the next business day for processing. (Note: On the Monthly Attendance Submission page, there is a reminder in a yellow box about non-submittable records; this is just a reminder, not an error.)

SUBMITTING MONTHLY ATTENDANCE

Before submitting your attendance, refer to the "Status" column to ensure all attendance records for the month are listed as "Completed". If you have any problems with your records *not* showing as completed, please visit the CAPS Online Help Center for guidance: [Why is my attendance showing as "incomplete" in Monthly Attendance Submission?](https://bit.ly/3ZlyuQ0) [Link: <https://bit.ly/3ZlyuQ0>]

All records marked **Completed** will be submitted simultaneously to be processed for payment.

1. At the bottom of the page, read the certification message below the roster and if you agree, **select the checkbox**, and click the **Submit** button to submit your records for processing.

Note: Clicking the “Submit” button will submit *all* Completed and Prior Months Completed records, regardless of any active filters.

Current Service Month : July

Incomplete Records : 1 Completed Records : 1 Submitted Records : 1

Others

Prior Months Completed Records : 1 Non Submittable Records : 0

If any of your records display in "non-submittable" status please try to submit again on the next business day

Action	Child Name	Child Number	Start Date	End Date	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status	Recert Date
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX	05/01/2024	09/30/2025	23	19	4	0	0	0	07/2025	Submitted	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX	08/01/2024		23		4		0		07/2025	Incomplete	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX	11/01/2024		23	21	4	0	0	0	07/2025	Completed	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX	11/01/2024	06/30/2025	21	17	5	0	0	0	06/2025	Completed	

☐ 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://dcfs.ny.gov/programs/childcare/regulations/415-Child-Care-Services.pdf>)

Submit

- A pop-up message will ask “Are you sure you would like to submit these completed attendance records?” Select **Submit** again.

Submit

Are you sure you would like to submit these completed attendance records?

Submit Cancel

- A confirmation message will appear at the top of the page letting you know your attendance records were submitted successfully. The status of the records will also change to “Submitted,” and the information at the top of the page will change to reflect the records that were just submitted.

Attendance submitted successfully

Current Service Month : July

Incomplete Records : 1 Completed Records : 0 Submitted Records : 2

Others

Prior Months Completed Records : 0 Non Submittable Records : 0

NOTE: EDITING ALREADY SUBMITTED ATTENDANCE

Once records are marked “Submitted” for a given month, they must be processed for payment by ACS before they can be edited. Payment processing usually takes approximately 7 business days. After payment has been processed, you can adjust previously submitted records by editing them in Daily Time Entry or Weekly Time Entry and re-submitting them in Monthly Attendance Submission for payment processing.

Previously submitted records that have been processed and are available for editing will look like the attendance below, with bolded boxes around the time-in/time-out boxes.

Time	Sun 6/1/2025	Mon 6/2/2025	Tue 6/3/2025	Wed 6/4/2025	Thu 6/5/2025	Fri 6/6/2025	Sat 6/7/2025
1st Time In	<input type="text"/>	14:15	14:15	14:15	14:15	14:15	<input type="text"/>
1st Time Out	<input type="text"/>	18:00	18:00	18:00	18:00	18:00	<input type="text"/>
2nd Time In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Time Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input checked="" type="checkbox"/> ABSENCE <input checked="" type="checkbox"/> Select	<input checked="" type="checkbox"/> ABSENCE <input checked="" type="checkbox"/> Select	<input checked="" type="checkbox"/> ABSENCE <input checked="" type="checkbox"/> Select	<input checked="" type="checkbox"/> ABSENCE <input checked="" type="checkbox"/> Select	<input checked="" type="checkbox"/> ABSENCE <input checked="" type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select

If, however, the attendance records look like the attendance below, with grey boxes and bolded times, this means that the attendance has been submitted, but is not yet processed. If it has been *more than 7 days* since submission and the attendance boxes still appear in grey, please contact CAPS Online Support (call 212-835-7610, press 1 for English or 2 for Spanish, and then press * or email capsonline@earlychildhoodny.org).

Time	Sun 7/6/2025	Mon 7/7/2025	Tue 7/8/2025	Wed 7/9/2025	Thu 7/10/2025	Fri 7/11/2025	Sat 7/12/2025
1st Time In	<input type="text"/>	<input type="text"/>	07:00	07:00	07:00	07:00	<input type="text"/>
1st Time Out	<input type="text"/>	<input type="text"/>	16:30	16:30	16:30	16:30	<input type="text"/>
2nd Time In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Time Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input checked="" type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select

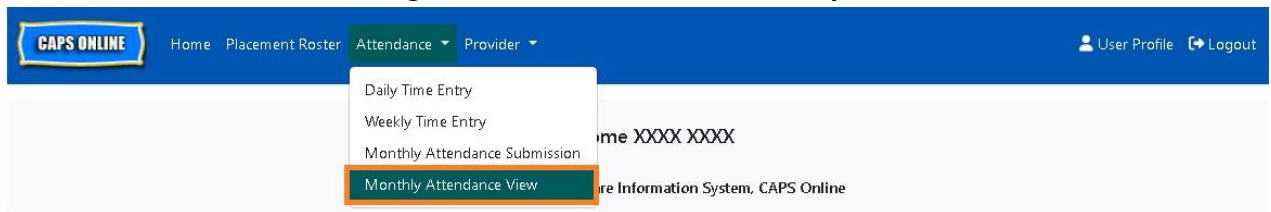
MONTHLY ATTENDANCE VIEW

The Monthly Attendance View page allows users to review attendance records from all service months available in CAPS Online, regardless of status (i.e., incomplete, completed, submitted, and non-submittable). This is a helpful tool for reviewing records that don’t appear on the Monthly Attendance Submission page, which only shows records from the system current service month and/or *completed* records from prior service months.

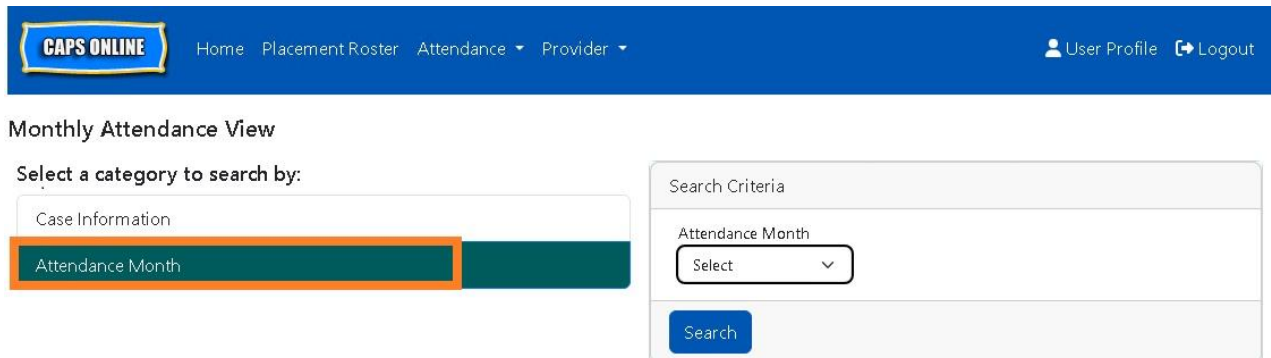
Please note: The Monthly Attendance View page is for reviewing records only and **cannot be used to submit attendance**. To submit attendance records for payment, please use the Monthly Attendance Submission page (refer to [Monthly Attendance Submission](#) on page 26).

The steps below explain how to access and review records from the past six service months (not including the service month currently in progress). If you have open retroactive records that you would like to review, please refer to Reviewing Retroactive Attendance Records in Monthly Attendance View on page 36.

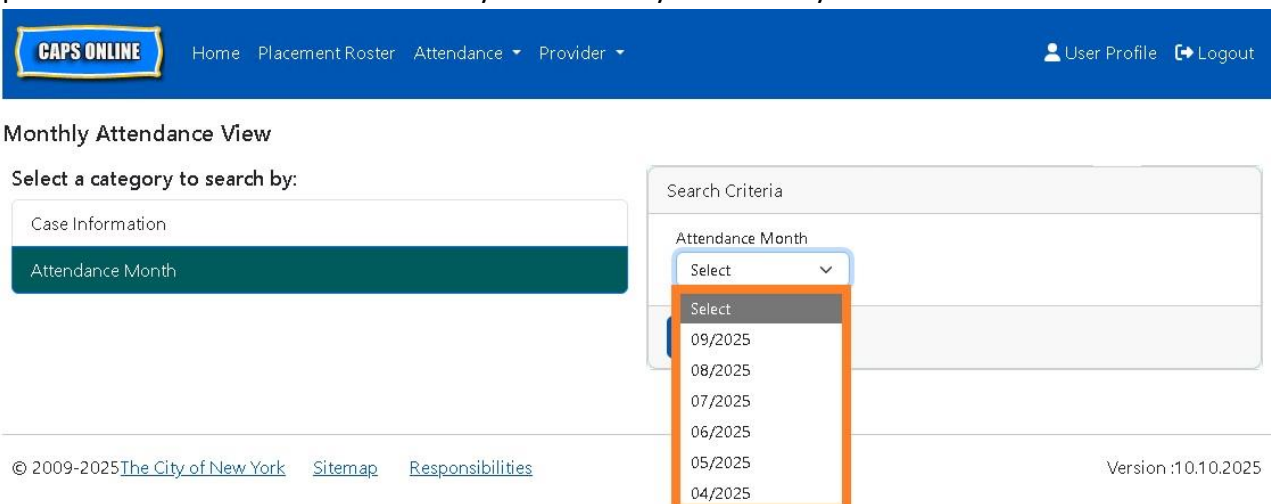
1. Click on **Attendance** in the navigation bar. Then click on **Monthly Attendance View**.



2. The Monthly Attendance View page will appear on the screen, and 2 categories will be available to search by – Case Information and Attendance Month. Select **Attendance Month**.



3. Click on the Attendance Month drop-down menu which appears on the right. Select one of the previous 6 service months for which you can view your monthly records.



- The Monthly Attendance View page will now display the month you selected, with a summary of the statuses of that month's attendance records at the top.

CAPS ONLINE
Home Placement Roster Attendance Provider

User Profile Logout

Monthly Attendance View

Current Service Month : June

Incomplete Records : 3 Completed Records : 1 Submitted Records : 0

Others

Non Submittable Records : 0

- To see which records are Incomplete, Complete, Submitted, or Non-Submittable, refer to the far-right **status** column (you may need to scroll over to see this column).

Action	Child Name	Child Number	Start Date	End Date	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status	Recd
	XXXXX, XXXX	XXXXXXXXXX/XX	05/01/2024	09/30/2025	21		5		0		06/2025	Incomplete	
	XXXXX, XXXX	XXXXXXXXXX/XX	08/01/2024		21		5		0		06/2025	Incomplete	
	XXXXX, XXXX	XXXXXXXXXX/XX	11/01/2024	06/30/2025	21	17	5	0	0	0	06/2025	Completed	
	XXXXX, XXXX	XXXXXXXXXX/XX	11/01/2024		21		5		0		06/2025	Incomplete	

- To view a summary of the attendance for a specific child, click on the pencil icon in the **Action** column next to the attendance record.

Action	Child Name	Child Number	Start Date	End Date	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status	Recd
	XXXXX, XXXX	XXXXXXXXXX/XX	05/01/2024	09/30/2025	21		5		0		06/2025	Incomplete	
	XXXXX, XXXX	XXXXXXXXXX/XX	08/01/2024		21		5		0		06/2025	Incomplete	
	XXXXX, XXXX	XXXXXXXXXX/XX	11/01/2024	06/30/2025	21	17	5	0	0	0	06/2025	Completed	
	XXXXX, XXXX	XXXXXXXXXX/XX	11/01/2024		21		5		0		06/2025	Incomplete	

- A **Child Monthly Summary** will appear on the screen, showing you the attendance status of each day of the month for this child. If you have any **red** calendar days (as marked below), you will need to enter attendance for those days to complete the record and submit it for payment processing on the Monthly Attendance Submission page. (Note: You must go to the Monthly Attendance Submission page to submit any records for payment processing. Attendance **cannot** be submitted from the Monthly Attendance View page.)

Child Monthly Summary

Child Number : XXXXXXXX/XX
Child Name : XXXXX, XXXX

June 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

No. of Absences : 2
 No. of Closures : 0
 No. of Days Attended : 15
 No. of Days Not Entered : 4
 Total Days Entered : 17

ENTERING ATTENDANCE RETROACTIVELY

Note that CAPS Online **only allows attendance entry as far back as 6 service months prior to the current service month**. However, only under special circumstances, namely a Fair Hearing or ACS action (enrollment change, etc.), will requests to enter time-in/time-out retroactively be considered for dates prior to those 6 service months.

1. To request the ability to enter time-in/time-out attendance for dates that fall prior to the 6 past service months due to a Fair Hearing or ACS action, please contact the ACS Help Desk at +1 (212) 835-7610 and press # when prompted.
2. Once ACS VPU verifies the Fair Hearing Documentation and/or ACS action, your past attendance will be opened for editing, and you will see those records listed on the CAPS Online homepage under “Cases Allowed for Retro Time Entry”.

Invoice Detail:

Check Date: XXXXXXXX Check Number: XXXXXXXX Check Status: ISSUED

Cases allowed for Retro Time Entry

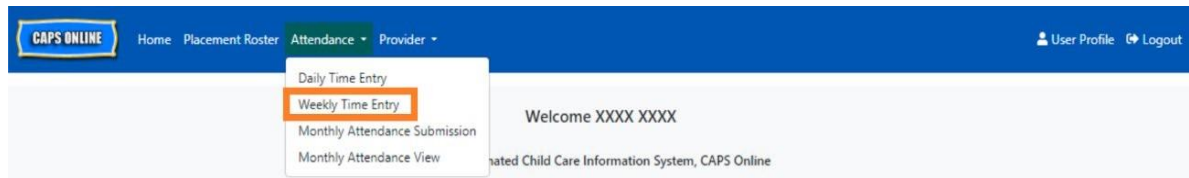
Child Number :	Child Name :	Case Name	Tito Start Date	Tito End Date	Effective Date	RC
XXXXXXXX	XXXXXXXX	XXXXXXXX	09/01/22	06/30/23	07/07/23	RE

CAPS Online is the system used to manage and monitor the entire life cycle of child care for subsidy eligible families in the City of New York

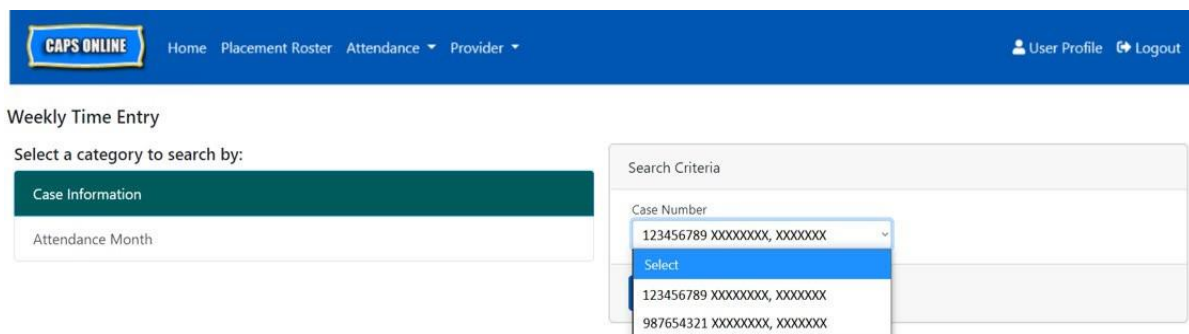
Announcements

TEST WEBSITE [The Automated Child Care Information System, CAPS Online] TEST WEBSITE*

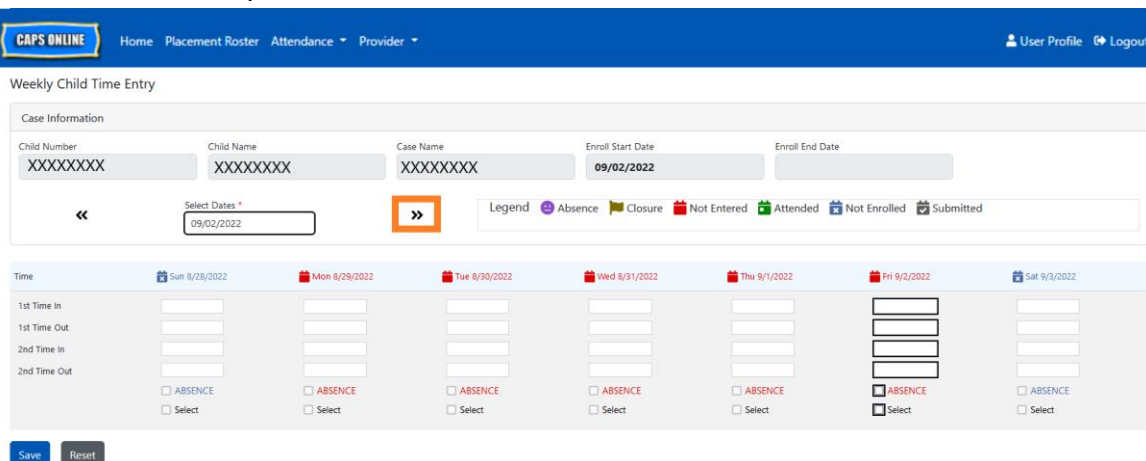
- To access the records for editing, select **Weekly Time Entry** from the Attendance dropdown.



- Select **Case Information**, then click on the dropdown menu under **Case Number** on the right-hand side of the screen. The children that appear in this dropdown are the only ones for whom retroactive time entry is available. Select the child for whom you would like to edit attendance and click **Search**. Clicking **Search** will take you directly to the Weekly Time Entry page for the date(s) that have been opened for editing.



- Enter time-in/time-out for the child record you selected and click **Save** at the bottom of your screen. After saving attendance for the week, click on the double arrows to move to the following week. Repeat this process for all weeks/months that have been opened for retro time entry.



- After editing and saving the time-in/time-out attendance for the child record, you must then select **Monthly Attendance Submission** from the Attendance drop down and submit the record for processing.

Note: Once you submit time-in/time-out attendance for a full service month, you must wait for the invoice to be processed before you can make edits and resubmit it for payment. Payment processing takes approximately 7 business days.

Current Service Month : August
 Incomplete Records : 3 Completed Records : 2 Submitted Records : 0
 Others
Prior Months Completed Records : 1 Non Submittable Records : 0

If any of your records display in "non-submittable" status please try to submit again on the next business day

Action	Child Name	Child Number	Start Date	End Date	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/17/2021		23		4		0		08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	02/01/2023		23	21	4	0	0	0	08/2023	Completed
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/08/2021		23		4		1		08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	10/01/2022		23	22	4	0	0	0	08/2023	Completed
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	07/01/2021		23		4		0		08/2023	Incomplete
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	11/17/2021	01/31/2023	22	19	5	0	0	0	01/2023	Completed

☐ 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>

REVIEWING RETROACTIVE ATTENDANCE RECORDS IN MONTHLY ATTENDANCE VIEW

The Monthly Attendance View page can be used to check the status of any open retroactive case records.

Please note: The Monthly Attendance View page is for reviewing records only and **cannot be used to submit attendance**. To submit attendance records for payment, please use the Monthly Attendance Submission page (refer to Monthly Attendance Submission on page 26 for detailed instructions).

1. Click on **Attendance**, then select **Monthly Attendance View**.

2. The Monthly Attendance View page will appear on the screen, and two categories will be available to search by – Case Information and Attendance Month. Select **Case Information**.

Monthly Attendance View

Select a category to search by:

Case Information Attendance Month

Search Criteria

Case Number:

3. Select the child's case number from the drop-down menu on the right and click **search**.

CAPS ONLINE Home Placement Roster Attendance ▾ Provider ▾ User Profile Logout

Monthly Attendance View

Select a category to search by:

- Case Information
- Attendance Month


Search Criteria

Case Number

Select ▾

Select

XXXXXXXX XXXXXXXX, XXXXXX
XXXXXXXX XXXXX, XXXXX

4. The child's record will appear on the screen. Refer to the Status column on the right to determine whether the record has been completed. If you click on the pencil icon  in the **Action** column, you will be able to view the retroactive record's Child Monthly Summary, which displays the attendance status of each day of the month for this child, including any incomplete days. *(Note: You must go to the Monthly Attendance Submission page to submit any completed records for payment processing. Attendance **cannot** be submitted from the Monthly Attendance View page.)*

CAPS ONLINE

[Home](#)
[Placement Roster](#)
[Attendance ▾](#)
[Provider ▾](#)

[User Profile](#)
[Logout](#)

Monthly Attendance View

Select a category to search by:

Case Information

Attendance Month

Search Criteria

Case Number

XXXXXXXX XXXXXX, XXXX ▾

Search

Action	Child Name ▾	Child Number ▾	L/C	Start Date ▾	End Date ▾	Max OPD	Num OPD	C/V ▾	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month ▾	Status ▾
<input checked="" type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	S	02/12/2023		0	0	V	12	10	3	0	0	4	02/2023	Submitted

Child Monthly Summary

X

Child Number : XXXXXXXX/XX Child Name : XXXXXX, XXXX

February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 	2 	3 	4
5	6 	7 	8 	9 	10 	11
12	13 	14 	15 	16 	17 	18
19	20 	21 	22 	23 	24 	25
26	27 	28 	1	2	3	4

No. of Absences : 5
 No. of Closures : 0
 No. of Days Attended : 15
 No. of Days Not Entered : 0
Total Days Entered : 20

PROVIDER INFORMATION

The **Provider dropdown** has two options: **Provider Profile** and **Closures**. The **Provider Profile** option allows you to view and edit information about your provider profile. The **Closures** option allows you to enter business closures for specific days that you know you will not be providing care.

PROVIDER PROFILE

1. Select the **Provider** dropdown.
2. Select **Provider Profile**.

All information about the provider is displayed on this page. Selecting the small arrows on the right will expand or collapse that part of the window. The fields in white are editable while fields in grey are not editable. If you make any changes, scroll to the bottom and select **Save**.

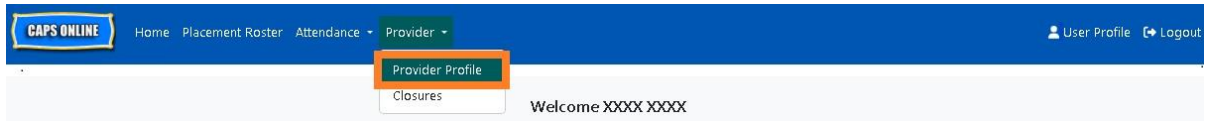
The screenshot displays the CAPS Online interface for the Provider Profile page. The top navigation bar includes 'CAPS ONLINE' and links to Home, Placement Roster, Attendance, and Provider. The Provider dropdown menu is open, showing 'Provider Profile' and 'Closures'. The main content area is titled 'Provider Profile' and contains a 'Provider Info' section with fields for Provider ID, Last Name, First Name, Street Number, Street, Apt, City, State, Zip, Telephone Number, and Contact Email. Below this are expandable sections for License Details, Language Details, Location and Public Transportation, and Days, Session and Hours Of Operation. A warning message at the bottom states: 'IMPORTANT: CAPS Online is not the system of record for licensed child care programs and registered child care providers. You MUST continue to update this information with your licensing/registration agency as required by regulation.' At the bottom are 'Save' and 'Reset' buttons.

IMPORTANT: CAPS Online is not the system of record for licensed child care programs and registered child care providers. You MUST continue to update this information with your licensing/registration agency as required by regulation.

HOURS OF OPERATION

Hours of Operation will now be updated by users in CAPS Online instead of by ACS/CFWB. *Please note that all hours of operation must match your licensed hours of operation with your licensing (NYC DOHMH or NYS OCFS), registration (NYS OCFS), or enrollment (NYS OCFS/WHEDco) agency.*

1. Click on the **Provider** button in the navigation bar, then click on **Provider Profile**.



2. This will bring up the Provider Profile page. Click on the last section of the page, **Days, Session and Hours of Operation**.

3. Enter your hours of operation for each day. In the example below, the **Open** time is 7:00 am. Type 7:00, and then select **07:00 (7:00 AM)** from the dropdown menu.

4. Below that, enter the time you close in the **Close** box. In this example, the close time is 6:30 pm. Type 6:30, and then select **18:30 (6:30 PM)** from the dropdown menu. (Please note: CAPS Online runs in military time, so be sure to select the PM hours, which populate under the AM times.)

5. Repeat steps 3 and 4 to fill in the rest of the week for your operating hours.

6. When you're done entering open and close times for each day of the week that your program is open, click on the check box next to the paragraph that reads "I certify that the updated hours of operation are correct and are consistent with the hours of operation provided to the oversight

agency for my license (NYC DOHMH or NYS OCFS), registration (NYS OCFS) or enrollment (NYS OCFS/WHEDco),” and click **Save**.

- After pressing Save, you will receive a green confirmation message at the top of the screen.



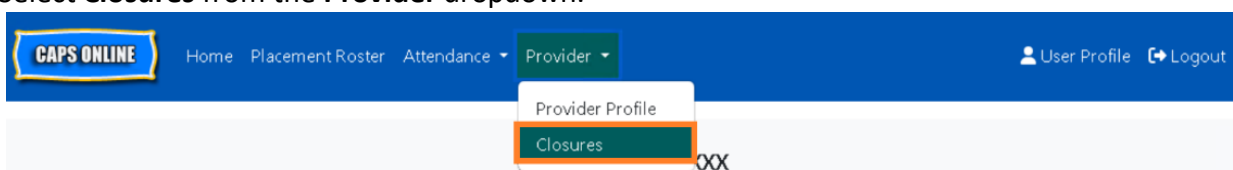
CLOSURES

Licensed and registered providers will now be able to enter closures in CAPS Online. These closures mark days that you are *unavailable to provide care* as “closed” in CAPS Online, making the day unavailable to enter time-in/time-out attendance. Please be aware that licensed/registered providers will receive payment from ACS for up to **twenty (20)** closures each NYS Fiscal Year, from April 1 – March 31 (Please see page 40 for more details). (**Note:** you cannot add closures in service months in which attendance has already been submitted.)

Note: *Network Providers* – your network will add closures for your NYCPS contract seats. You are responsible for adding closures for your *voucher* children only.

ENTERING CLOSURES

- Select **Closures** from the **Provider** dropdown.



2. Select **Add Closure**.

The screenshot shows the top navigation bar of the CAPS ONLINE system with links for Home, Placement Roster, Attendance, and Provider. Below the navigation bar, the 'Closures' section is visible. On the left, there is a 'Filter' section with a 'Calendar view' dropdown. In the center, the 'Add Closure' button is highlighted with an orange box. On the right, there is a 'Rows' dropdown set to '20 per page'.

3. Select the **Closure Date** field. A calendar will drop down. Select the date of your closure from the calendar. (**Note:** if you have a closure that lasts multiple days, you will need to enter each day as a separate closure.)

The screenshot shows the 'Closure Info - Add Closure' form. The 'Closure Information' section contains three fields: 'Provider Id' (labeled 'XXXXXX'), 'Closure Date *' (labeled '05/26/2025'), and 'Eligible for Payment *' (labeled 'Y - Yes'). The 'Closure Date' field is highlighted with an orange box, and a calendar dropdown is open, showing the month of May 2025. The calendar has a green header and a grid of dates. The date 26 is highlighted in green. Below the calendar, there are 'Add' and 'Reset' buttons. At the bottom left, there is a copyright notice: '© 2009-2025 The City of New York Department of Social Services'. At the bottom right, there is a version number: 'Version :02.28.2025'.

4. In the **Eligible for Payment** field, you must indicate whether this closure qualifies as a paid closure according to the rules defined by OCFS, **up to 20** eligible paid closures.

The screenshot shows the 'Closure Info - Add Closure' form. The 'Closure Information' section contains three fields: 'Provider Id' (labeled 'XXXXXX'), 'Closure Date *' (labeled '05/26/2025'), and 'Eligible for Payment *' (labeled 'Y - Yes'). The 'Eligible for Payment' field is highlighted with an orange box, and its dropdown menu is open, showing options: 'Select', 'Y - Yes', and 'N - No'. Below the form, there are 'Add' and 'Reset' buttons.

Please see <https://on.nyc.gov/3FAGPKu> for more detailed information about paid vs. unpaid program closures.

- Click on **Comments** and then the **Closure Description** field to add a description for the closure.
- Select **Add** at the bottom to save the closure.

- Once you add the closure, you will receive a green confirmation message at the top of the screen confirming that the closure has been added, and you will see the new closure listed in the closure table.

MODIFYING CLOSURES

If you make a mistake when entering a closure or need to change closure information after you have entered it in CAPS Online, you can edit or delete the closure. (**Note:** you cannot edit or delete closures in service months that have already been *submitted*.)




Note: *Network providers* – you will *not* see any icons in the action column for your contract closures. These must be edited/deleted by your network program. You are responsible for modifying your *voucher* closures only.

- If you need to edit an already entered closure, click on the brown pencil icon in the **Action** column to edit the closure.

Add Closure					
Rows 20 per page					
Action	Start Date	End Date	Days	Eligible for Payment	Comments
	01/01/2025	01/01/2025	1	Y	NEW YEAR'S DAY
	01/20/2025	01/20/2025	1	Y	MLK Birthday

- When you click on this icon, the Closure Info - Edit page will appear, and you can make any changes necessary to your saved closures. Make sure to click **save** so that your closure changes are saved, and you will receive a green confirmation message at the top of the screen that the edits were saved successfully. (**Note:** any changes made to closures will cause all records to be labeled as “non-submittable” for one business day while the changes take effect in the system.)

- If you need to remove a closure, click on the black trash can icon in the **Action** column next to the closure.

Action	Start Date	End Date	Days	Eligible for Payment	Comments
	01/01/2025	01/01/2025	1	Y	NEW YEAR'S DAY
	01/30/2025	01/30/2025	1	Y	MLK Birthday
	02/17/2025	02/17/2025	1	Y	Presidents Day

- Once you click on that icon, the Delete Closure page will appear, and you can click “delete” at the bottom of the screen, click **delete** on the pop-up that appears, and you will receive a green confirmation message that the closure was deleted successfully. This will remove the closure from your CAPS Online account, and you will be able to enter time-in and time-out attendance for that day.

CLOSURE FILTERS

On the Closures page, you can also filter your list of program closures to view only specific years of closures.

1. On the Closures screen, you will see the closures already listed in CAPS Online for your program. You will see two different filters on the left side of the screen – **Calendar View** and **Closure Year**.

- **Calendar View** – this filter indicates which list of years you would like to view.
 - Gregorian Calendar Year – showing closures from January to December of the selected year.
 - State Fiscal Year – showing closures between April of the selected year and March of the following year.
 - NYC School Year – showing closures between July of the selected year and June of the following year.

Filter

Calendar view

Select

Gregorian Calendar Year(Jan - Dec)

State Fiscal Year(April - Mar)

NYC School Year(July - June)

Add Closure

Action	Start Date	End Date	Days	Eligible for Payment	Comments
<input checked="" type="checkbox"/>	01/01/2025	01/01/2025	1	Y	New Years Day
<input checked="" type="checkbox"/>	01/20/2025	01/20/2025	1	Y	MLK Birthday

Rows 20 per page

- **Closure Year** – this filter indicates which year's closures you would like to view.

Closures

Filter

Calendar view

Gregorian Calendar Year(Jan - Dec)

Closure Year

Select

2025

2024

Add Closure

Action	Start Date	End Date	Days	Eligible for Payment	Comments
<input checked="" type="checkbox"/>	01/01/2025	01/01/2025	1	Y	NEW YEAR'S DAY
<input checked="" type="checkbox"/>	01/20/2025	01/20/2025	1	Y	MLK Birthday
<input checked="" type="checkbox"/>	02/17/2025	02/17/2025	1	Y	Presidents Day

Rows 20 per page

2. Once you select your chosen filters, click **Apply Filter** to view your selected list of closures.

Closures

Filter

Calendar view

Gregorian Calendar Year(Jan - Dec)

Closure Year

2025

Apply Filter

Reset Filter

Add Closure

Action	Start Date	End Date	Days	Eligible for Payment	Comments
<input checked="" type="checkbox"/>	01/01/2025	01/01/2025	1	Y	NEW YEAR'S DAY
<input checked="" type="checkbox"/>	01/20/2025	01/20/2025	1	Y	MLK Birthday
<input checked="" type="checkbox"/>	02/17/2025	02/17/2025	1	Y	Presidents Day
<input checked="" type="checkbox"/>	05/26/2025	05/26/2025	1	Y	Memorial Day

4 total

Rows 20 per page

USER PROFILE

Select the **User Profile** button in the top-right corner to update your personal contact information.

Last Name, First Name, Language, and Page Limit are required fields. You may add a telephone number if you choose. The only thing you cannot change is your email address.

Once updated, select **Save**.

The screenshot shows the CAPS Online User Profile form. At the top, there is a navigation bar with 'CAPS ONLINE' and links for Home, Placement Roster, Attendance, and Provider. On the right, there is a 'User Profile' button and a 'Logout' link. Below the navigation bar, the form is titled 'MY USER PROFILE'. It contains several input fields: 'Email Address' (pre-filled with 'XXXXXXXXXX@XXXX.COM'), 'Last Name *' (pre-filled with 'XXXXXXXXXX'), 'First Name *' (pre-filled with 'XXXXXXXXXX'), 'Telephone Number' (pre-filled with '(999) 999-9999'), 'Language *' (a dropdown menu currently showing 'EN - ENGLISH'), and 'Page Limit *' (a dropdown menu currently showing '10'). At the bottom of the form, there are two buttons: 'Save' and 'Reset'.

IMPORTANT: CAPS Online is not the system of record for licensed child care programs and registered child care providers. You **MUST** continue to update this information with your licensing/registration agency as required by regulation.

LANGUAGES

CAPS Online is available in seven different languages – English, Spanish, Arabic, Haitian Creole, Russian, Yiddish, and Simplified Chinese. You can change the language of your CAPS Online profile by clicking on **User Profile**, then selecting your preferred language from the drop-down menu, and clicking **Save**. User guides and videos are also available in these twelve languages on the CAPS Online Support website (<https://earlychildhoodny.org/capsonline>).

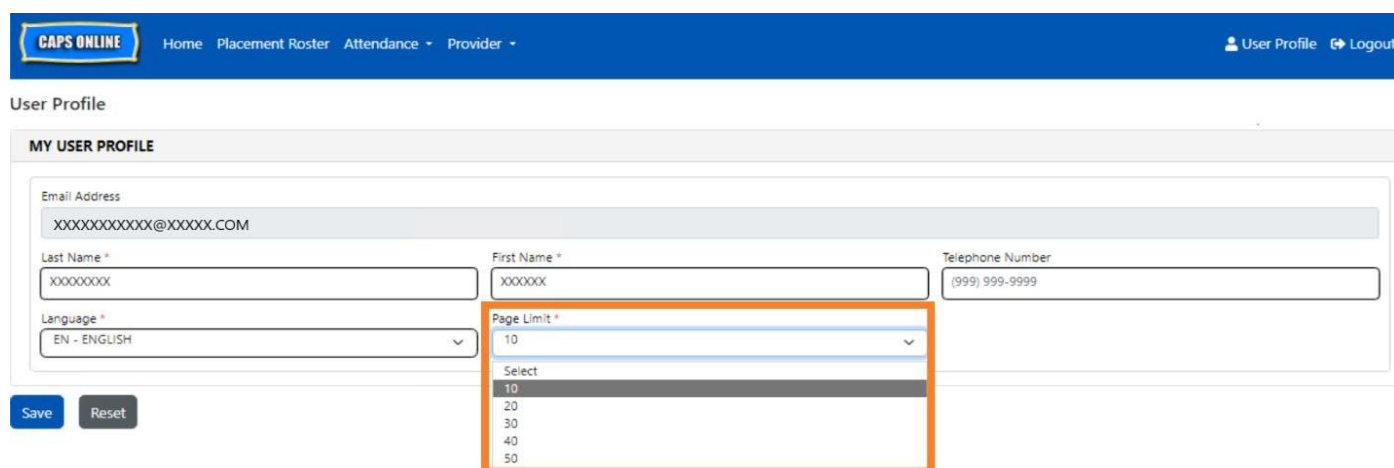
This screenshot shows the same CAPS Online User Profile form as the previous one, but with the 'Language *' dropdown menu open. The dropdown menu lists the following options: 'EN - ENGLISH', 'ES - SPANISH', 'AR - ARABIC', 'HT - HAITIAN CREOLE', 'RU - RUSSIAN', 'YI - YIDDISH', and 'ZH - CHINESE SIMPLIFIED'. The 'EN - ENGLISH' option is currently selected. The 'Save' button is visible at the bottom left of the form. The footer of the page includes a copyright notice, a link to 'Responsibilities', and the version number 'Version :11.06.2025'.

PAGE LIMIT

The page limit option in User Profile will permanently increase the number of visible records on the screen when you're in Placement Roster, Daily Time Entry, Weekly Time Entry, Monthly Attendance Submission, and Monthly Attendance View.

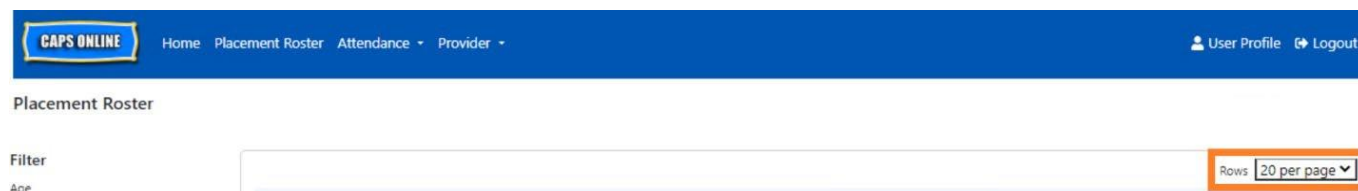
If you have more than 10 children enrolled, you'll be able to increase the number of visible records in increments of 10 – 10, 20, 30, 40, or 50. This can be changed at any time by clicking on **User Profile**, then adjusting the **Page Limit** by selecting a number from the drop-down menu, and clicking **Save**.

(Note: You will not see the page limit change on attendance pages unless you have more than 10 children enrolled in your care.)



The screenshot shows the 'User Profile' page in the CAPS ONLINE system. The page has a blue header with the CAPS ONLINE logo and navigation links: Home, Placement Roster, Attendance, and Provider. On the right, there are links for User Profile and Logout. The main content area is titled 'MY USER PROFILE' and contains several input fields: Email Address (XXXXXXXXXX@XXXXX.COM), Last Name (XXXXXXXX), First Name (XXXXXX), Telephone Number ((999) 999-9999), and Language (EN - ENGLISH). A 'Page Limit' dropdown menu is open, showing options: 10, 20, 30, 40, and 50. The current selection is 10. There are 'Save' and 'Reset' buttons at the bottom left of the form.

As you can see below, if the “Page Limit” is set to 20 in User Profile, all screens will now display up to 20 records on one page. This will occur on Placement Roster, Daily Time Entry, Weekly Time Entry, Monthly Attendance Submission, and Monthly Attendance View.



The screenshot shows the 'Placement Roster' page in the CAPS ONLINE system. The page has a blue header with the CAPS ONLINE logo and navigation links: Home, Placement Roster, Attendance, and Provider. On the right, there are links for User Profile and Logout. The main content area is titled 'Placement Roster' and contains a 'Filter' section with a search bar and a 'Rows per page' dropdown menu. The 'Rows per page' dropdown menu is set to 20.

MOBILE DEVICE

CAPS Online is mobile-friendly and accessible by using computer, laptop, tablet, or smartphone. There are some small differences in how the system will look if you access it on a smartphone.

Simply log in as you would normally from a browser window. Instead of viewing the entire navigation bar, as you would on a computer or tablet, you will see a clickable “hamburger menu” with three horizontal lines in the top-right corner of the screen (highlighted below). When you click on the menu icon, it will expand to display a list of all the options from the navigation bar.

If you are viewing CAPS Online from a smartphone it is recommended to view your screen vertically.

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CAPS ONLINE

Please sign in to CAPS Online using NYC ID Account

Email Address

Email Address

Password ?

Password

[Forgot Password?](#)

Sign in

CAPS Online is using NYC ID Account

Don't have NYC ID Account? [Create Account](#)

Need to Manage NYC ID Account? [Manage Account](#)

Select a language:
English | Español | 中文 | русский язык | اللغة العربية

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CAPS ONLINE

Welcome XXXXXXXXXX

The Automated Child Care Information System, CAPS Online

Invoice Detail:

Check Date:

Check Number:

Check Status:

CAPS Online is the system used to manage and monitor the entire life cycle of child care for subsidy eligible families in the City of New York

Announcements

Are you eligible for a payment rate increase? Go to <https://www.nyc.gov/site/facs/early->

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CAPS ONLINE

Home

Placement Roster

Attendance

Daily Time Entry

Weekly Time Entry

Monthly Attendance Submission

Monthly Attendance View

Provider

User Profile

Logout

Welcome XXXXXXXXXXXXXXXX

The Automated Child Care Information System, CAPS Online