



CAPS ONLINE USER MANUAL: PROGRAMS

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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)].

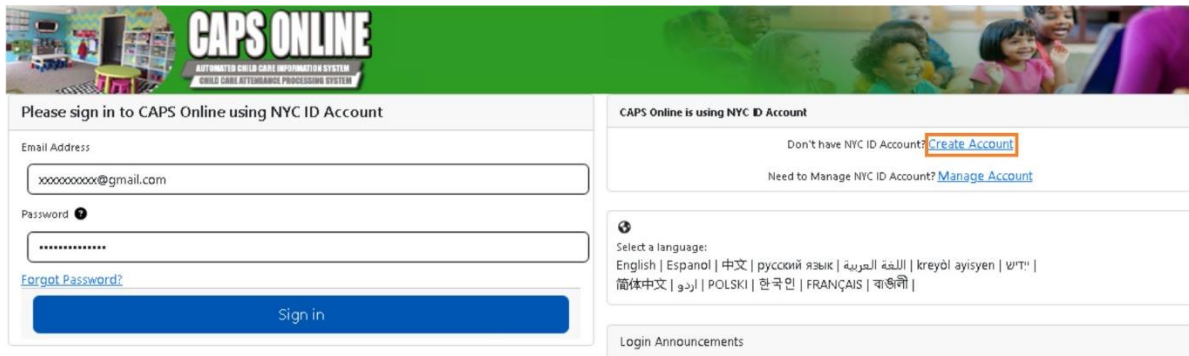
In addition to satisfying state requirements, CAPS Online helps to increase accuracy in recordkeeping and typically results in faster payments since monthly submissions are electronic. The system can be accessed using a computer, tablet, or mobile device.

CREATE AN NYC ID

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

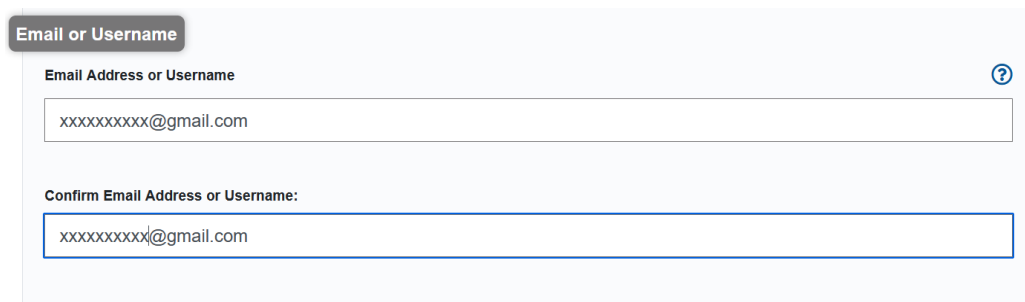
- a.) If you **do not have** a NYC ID, please see **Step 1** below and proceed with creating your account.
- b.) If you **do have** a NYC ID, please skip to **Step 12** below.

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

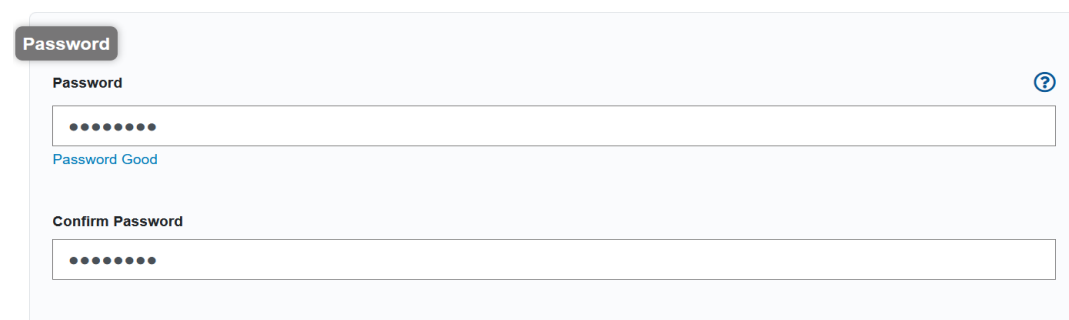


3. Enter your email address.

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

NYC.gov - NYC.ID Confirm Your Email Address Inbox x

 **NYC.gov** <noreply@nyc.gov>
to me ▾

You have just created a user account with City of New York. If it was created in error, [deactivate your account](#).

[Click this link](#) to confirm your email address.

If the above link does not work, paste the following address into your browser:

<https://accounts-nonprd.nyc.gov/account/validateToken.htm?guid=606d94eabdea4fe8a0e71c7cbff5f8f4&token=IKZuhAmEQmWToaDcxARLaMMPWZ>

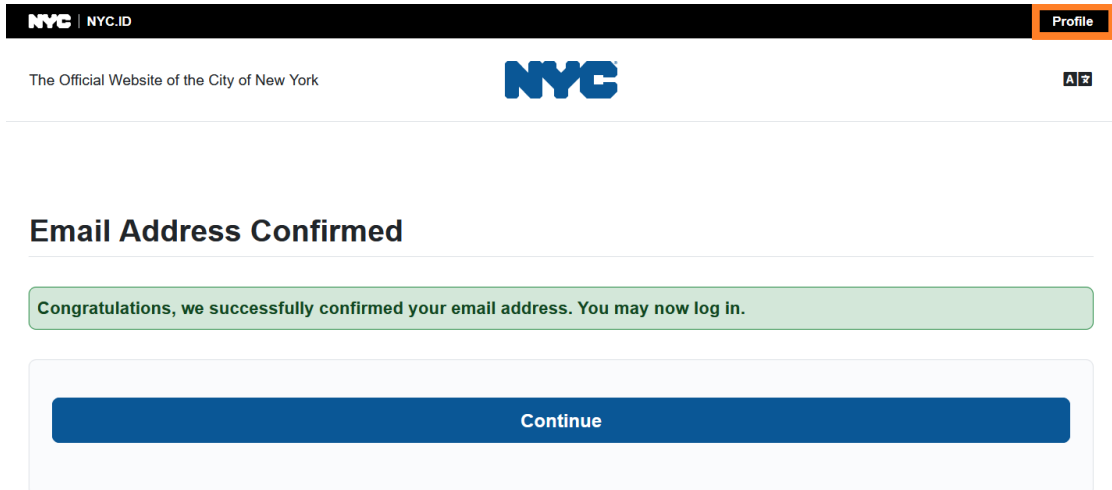
We ask you to confirm your email to ensure our emails will be delivered. This is the address you will log in with, and the address to which we will deliver.

You can change your email address at any time, but will only be able to log in with it once you have confirmed the email address by clicking the link.

Thank you for using NYC.gov.

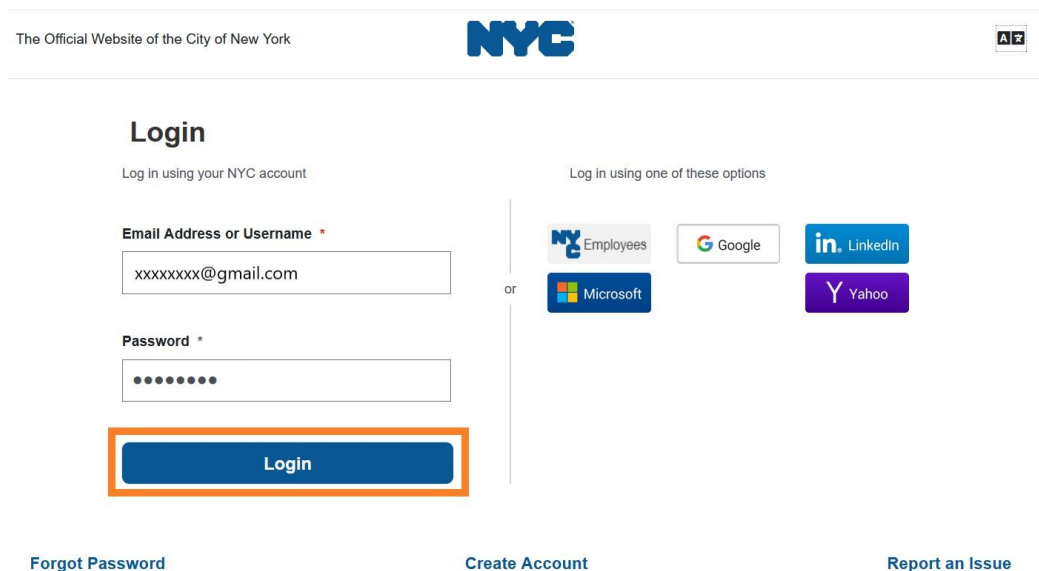
Do Not Reply - Automatic Email

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.)



The screenshot shows the top navigation bar with the NYC logo and 'NYC.ID' on the left, and a 'Profile' button on the right. Below the navigation bar, the text 'The Official Website of the City of New York' and the NYC logo are displayed. The main heading is 'Email Address Confirmed'. A green message box states: 'Congratulations, we successfully confirmed your email address. You may now log in.' Below this is a large blue button labeled 'Continue'.

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>)



The screenshot shows the top navigation bar with the NYC logo and 'The Official Website of the City of New York' on the left, and an accessibility icon on the right. The main heading is 'Login'. Below the heading, there are two sections: 'Log in using your NYC account' and 'Log in using one of these options'. The first section has input fields for 'Email Address or Username' (containing 'xxxxxxx@gmail.com') and 'Password' (masked with dots). Below these fields is a blue button labeled 'Login' which is highlighted with an orange border. The second section has a vertical line with 'or' in the middle, and buttons for 'NYC Employees', 'Google', 'Microsoft', 'LinkedIn', and 'Yahoo'. At the bottom, there are three links: 'Forgot Password', 'Create Account', and 'Report an Issue'.

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 : xxxxxxx@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 16.**

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

The screenshot shows the 'Email Address' tab selected in a profile update interface. The tab is highlighted with an orange border. Below the tab, there is a section titled 'Email Address' with a sub-header 'New Email Address' and a help icon. A text input field contains 'xxxxxxxx@gmail.com'. Below this is a 'Confirm New Email Address' section with another text input field containing the same email address. A 'Current Password' section has a password input field with masked characters and a 'Password Good' confirmation message. At the bottom, a blue 'Save Changes' button is highlighted with an orange border.

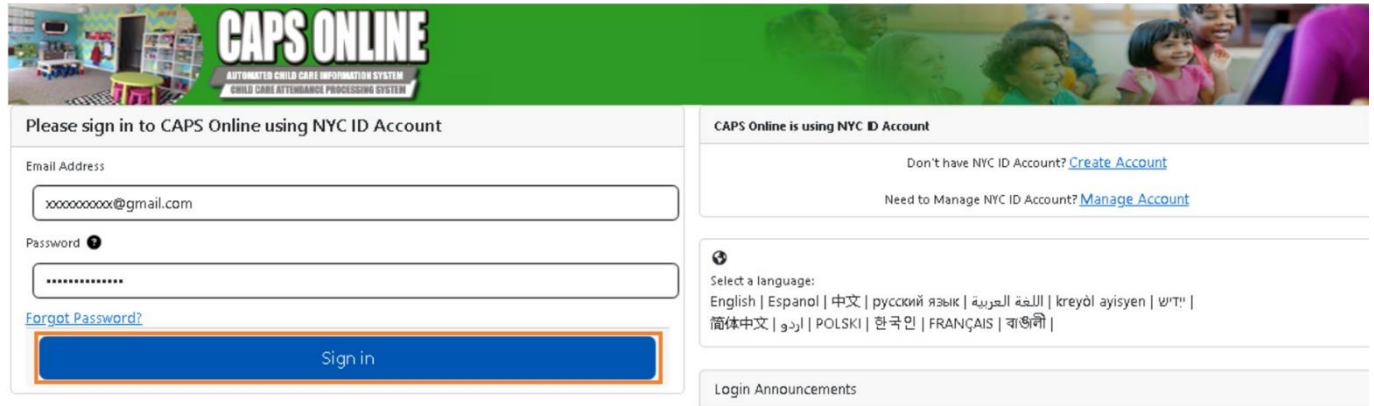
16. Once the information has been submitted, an **email confirmation** will be sent to the email address provided. Open the email and **select the link in the email to confirm your email address.**

The screenshot shows the 'Password' tab selected in the profile update interface. A green message box is displayed, stating: '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.'

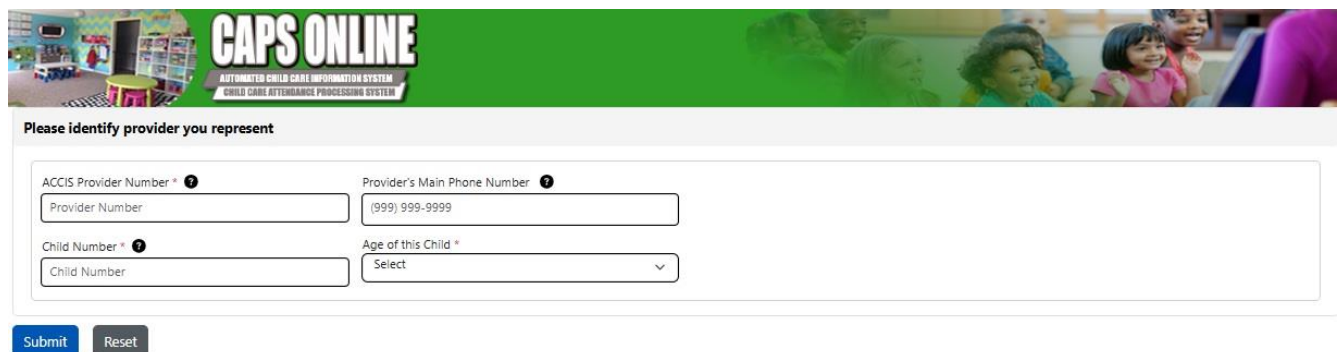
After this information has been completed, you will be able to successfully log in and use the CAPS Online system.

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.



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.



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 or class/bus. Clicking each column header with up/down arrows will allow you to sort the data in ascending or descending order.

Action	Child Number	Child Name	C/V	Age	Case Name	Class/Bus	Agency	Recent Date
	XXXXXXXX/XX	XXXXXX, XXXX	V	1:10	XXXXXX, XXXX		ACS	05/2025
	XXXXXXXX/XX	XXXXXX, XXXX	V	5:07	XXXXXX, XXXX		ACS	12/2024
	XXXXXXXX/XX	XXXXXX, XXXX	V	3:07	XXXXXX, XXXX		ACS	12/2024
	XXXXXXXX/XX	XXXXXX, XXXX	V	2:07	XXXXXX, XXXX		HRA	
	XXXXXXXX/XX	XXXXXX, XXXX	V	5:06	XXXXXX, XXXX		ACS	

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.



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



[Class/Bus](#) (person with whiteboard icon): Page 12




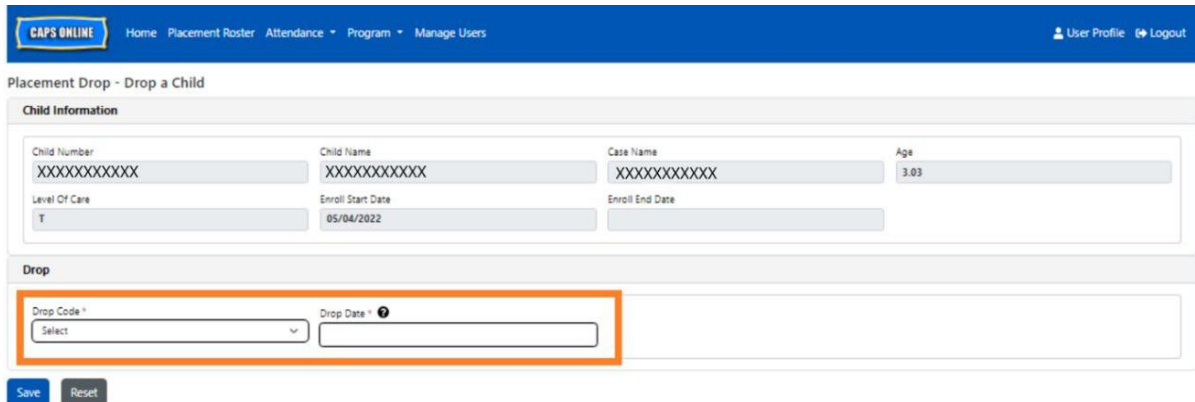
[Daily Time Entry](#) (red calendar icon): Page 16



[Weekly Time Entry](#) (green calendar icon): Page 23


DROP A CHILD

 The first icon (pencil) 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**.



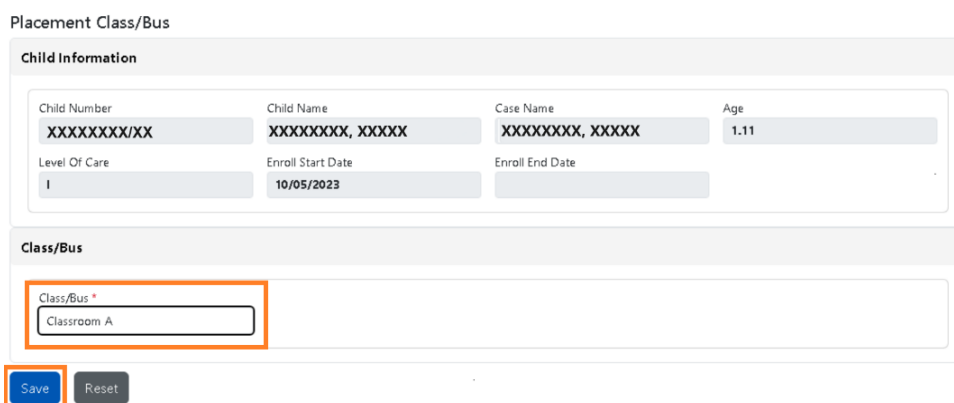
If you cannot drop the child, a warning message will pop up after you click Save. To exit the warning, select Placement Roster from the navigation bar at the top and go back to the main listing.

CLASS/BUS

 The second icon (person with whiteboard) on the Placement Roster page brings up a Placement Class/Bus screen, which allows you to enter text in the class/bus filter option.

Once this field is filled in, it will allow you to filter attendance records by class/bus groups, which can make entering attendance easier and more streamlined.

1. When the Placement Class/Bus screen appears, click on the empty **Class/Bus** field and enter the classroom or bus name, then click **Save**. (Note: You’ll have to do this individually for each child’s record, but once it’s saved, it will be there forever until you change it)



- Once you click **Save**, you will see a green confirmation message at the top of the screen, verifying that the class/bus information has been filled in. (Note: After adding a class/bus group, the Placement Roster page will automatically filter by that class/bus. Click Reset Filter on the left to return to the full Placement Roster page.)

• Case #/ChildXXXXXXXX/XX: Class/Bus assignment was successfully processed.

Placement Roster

Filter

Age
Select

Class/Bus
CLASSROOM A

Action	Child Number	Child Name	C/V	Age	Case Name	Class/Bus	Agency	Recert Date
	XXXXXXXX/XX	XXXXXX, XXXX	V	1.11	XXXXXXXX, XXXX	CLASSROOM A	ACS	05/2025

1 total

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.

CAPS ONLINE
Home Placement Roster Attendance Program Manage Users
User Profile Logout

Placement Roster

Filter

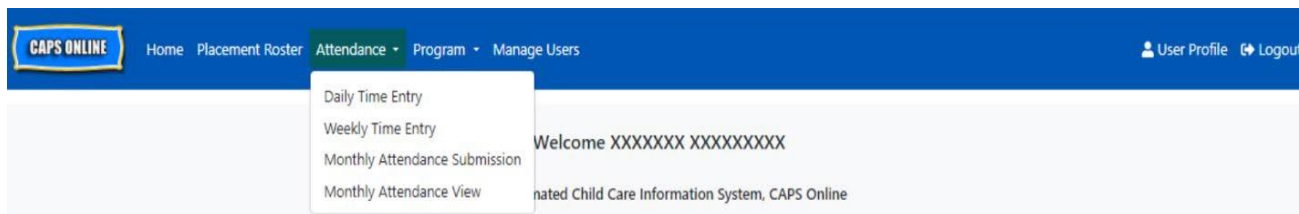
Age
Select

Class/Bus
Select

Action	Child Number	Child Name	C/V	Age	Case Name	Class/Bus	Agency	Recert Date
	XXXXXXXX/XX	XXXXXX, XXXX	V	1.10	XXXXXXXX, XXXX		ACS	05/2025
	XXXXXXXX/XX	XXXXXX, XXXX	V	5.07	XXXXXXXX, XXXX		ACS	12/2024
	XXXXXXXX/XX	XXXXXX, XXXX	V	3.07	XXXXXXXX, XXXX		ACS	12/2024
	XXXXXXXX/XX	XXXXXX, XXXX	V	2.07	XXXXXXXX, XXXX		HRA	
	XXXXXXXX/XX	XXXXXX, XXXX	V	5.06	XXXXXXXX, XXXX		ACS	

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 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 daily. 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)

Time In	Time Out	Absence
9		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

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)

21:45 (9:45 PM)

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:

- a. For 2:05pm arrival – select 14:00 (2:00 PM)
- b. For 2:10pm arrival – select 14:15 (2:15 PM)
- c. For 4:05pm departure – select 16:00 (4:00 PM)
- d. For 4:10pm departure – select 16:15 (4:15 PM)

Time In	Time Out	Absence
4		<input type="checkbox"/>
04:00 (4:00 AM)		<input type="checkbox"/>
04:15 (4:15 AM)		<input type="checkbox"/>
04:30 (4:30 AM)		<input type="checkbox"/>
04:45 (4:45 AM)		<input type="checkbox"/>
16:00 (4:00 PM)		<input type="checkbox"/>
16:15 (4:15 PM)		<input type="checkbox"/>
16:30 (4:30 PM)		<input type="checkbox"/>
16:45 (4:45 PM)		<input type="checkbox"/>

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 41](#) 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.

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.

- Enter time in 15-minute increments in the **Time-In** and **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.

- 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.

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.

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Daily Time Entry

Select Date * 03/03/2025

Legend Absence Closure Not Entered Attended Not Enrolled Submitted

Filter

Age Select

Level Of Care Select

Class/Bus Select

Apply Filter Reset Filter

Select	Action	Child Number	Child Name	Class/Bus	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX		3.11	XXXXX, XXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX		4.01	XXXXX, XXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	CLASSROOM 8	5.00	XXXXX, XXXX	P	V	06/01/24				<input type="checkbox"/>

Rows: 10 per page

- 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 Program Manage Users User Profile Logout

Daily Time Entry Form March 3, 2025

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

Service Date 03/03/2025 Contract/Voucher Voucher

1st Time In 09:00 1st Time Out 11:15 2nd Time In 1:45 2nd Time Out

☐ A - ABSENCE

Save Reset

01:45 (1:45 AM)
13:45 (1:45 PM)

COPY/PASTE TIME-IN AND 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 entering 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 Program Manage Users User Profile Logout

Daily Time Entry

Select Date * 03/04/2025

Legend Absence Closure Not Entered Attended Not Enrolled Submitted

Filter

Age Select

Level Of Care Select

Class/Bus Select

Apply Filter Reset Filter

Select	Action	Child Number	Child Name	Class/Bus	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX		3.11	XXXXX, XXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX		4.01	XXXXX, XXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXX/XX	XXXXX, XXXX	CLASSROOM 8	5.00	XXXXX, XXXX	P	V	06/01/24				<input type="checkbox"/>

Rows: 10 per page

To bulk copy/paste: [Bulk Copy/Paste \(All Visible Records\)](#) on Page 19

To copy/paste one row at a time: [Individual Copy/Paste \(Selected Records Only\)](#) on Page 21

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. To perform this function for a specific Age, Level of Care, or Class/Bus group, select one of the filter dropdowns on the left side of the page, select a filter value, and click on **Apply Filter**. (Note: To use the Class/Bus filter, you must first enter and save Class/Bus values on the [Placement Roster](#) page. Please see Page 12 for more information.)

The screenshot shows the 'Daily Time Entry' page in the CAPS ONLINE system. On the left, there are filter dropdowns for Age, Level of Care, and Class/Bus. The 'Class/Bus' dropdown is currently set to 'CLASSROOM B'. Below the filters are 'Apply Filter' and 'Reset Filter' buttons. The main table has columns: Select, Action, Child Number, Child Name, Class/Bus, Age, Case Name, LC, C/V, Start Date, End Date, Time In, Time Out, and Absence. The table contains 6 rows of data, all with 'CLASSROOM B' in the Class/Bus column. The first row is highlighted. At the bottom, it says '0 selected / 6 total' and has 'Save' and 'Reset' buttons.

1. To copy and paste the same time for **all** the records on the page (up to 50 records), enter the time-in/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 confirmation at the bottom of the screen that says “Copying is done.”

This screenshot shows the same 'Daily Time Entry' page, but now the first row of the table is selected, indicated by a blue highlight and a checked checkbox in the 'Select' column. An orange arrow points to the 'Select' checkbox. At the bottom of the page, a small orange box contains the text 'Copying is done.' The footer of the page includes copyright information, a sitemap, and the version number 'Version: 04.24.2025'.

- To paste the copied time-in/time-out for all 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 confirmation message at the bottom of the screen that says, “Pasting is done”.

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.

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Pasting is done.

Version :04.24.2025

- 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.

- 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 49.

INDIVIDUAL COPY/PASTE (SELECTED RECORDS ONLY)

The steps below 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 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.

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Daily Time Entry

Select Date: 03/04/2025

Legend: Absence Closure Not Entered Attended Not Enrolled Submitted

Filter: Age Select Level Of Care Select Class/Bus Select Apply Filter Reset Filter

Select	Action	Child Number	Child Name	Class/Bus	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		3:11	XXXXX, XXXXX	P	V	06/01/24		08:15	17:30	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		4:01	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX	CLASSROOM B	5:00	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX	CLASSROOM B	5:02	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		3:11	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		4:09	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		2:07	XXXXX, XXXXX	I	V	07/02/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		4:02	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX	CLASSROOM B	5:01	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		1:03	XXXXX, XXXXX	I	V	06/05/24				<input type="checkbox"/>

1 selected / 23 total

Save Reset

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2. 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 confirmation message at the bottom of the screen that says “Pasting is done” each time.

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.

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Daily Time Entry

Select Date: 03/04/2015

Legend: Absence Closure Not Entered Attended Not Enrolled Submitted

Filter: Age, Level Of Care, Class/Bus

Select	Action	Child Number	Child Name	Class/Bus	Age	Care Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		3.11	XXXXX, XXXXX	P	V	06/01/24		08:15	17:30	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		4.01	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX	CLASSROOM B	5.00	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX	CLASSROOM B	5.02	XXXXX, XXXXX	P	V	06/01/24		08:15	17:30	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		3.11	XXXXX, XXXXX	P	V	06/01/24		08:15	17:30	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		4.09	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		2.07	XXXXX, XXXXX	I	V	07/02/24		08:15	17:30	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		4.02	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX	CLASSROOM B	5.01	XXXXX, XXXXX	P	V	06/01/24		08:15	17:30	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		1.03	XXXXX, XXXXX	I	V	06/05/24				<input type="checkbox"/>

5 selected / 23 total

Save Reset

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- 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.

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Daily Time Entry

Select Date: 03/04/2015

Legend: Absence Closure Not Entered Attended Not Enrolled Submitted

Filter: Age, Level Of Care, Class/Bus

Select	Action	Child Number	Child Name	Class/Bus	Age	Care Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		3.11	XXXXX, XXXXX	P	V	06/01/24		08:15	17:30	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		4.01	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX	CLASSROOM B	5.00	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX	CLASSROOM B	5.02	XXXXX, XXXXX	P	V	06/01/24		08:15	17:30	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		3.11	XXXXX, XXXXX	P	V	06/01/24		08:15	17:30	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		4.09	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		2.07	XXXXX, XXXXX	I	V	07/02/24		08:15	17:30	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		4.02	XXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX	CLASSROOM B	5.01	XXXXX, XXXXX	P	V	06/01/24		08:15	17:30	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXX, XXXXX		1.03	XXXXX, XXXXX	I	V	06/05/24				<input type="checkbox"/>

5 selected / 23 total

Save Reset

Save Changes

Are you sure you would like to save your changes?

Save Cancel

- 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).

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

•XXXXXXXXXX/XX for service date 3/4/2025 time entry was created successfully.
 •XXXXXXXXXX/XX for service date 3/4/2025 time entry was created successfully.
 •XXXXXXXXXX/XX for service date 3/4/2025 time entry was created successfully.
 •XXXXXXXXXX/XX for service date 3/4/2025 time entry was created successfully.
 •XXXXXXXXXX/XX for service date 3/4/2025 time entry was created successfully.

Daily Time Entry

Select Date * 03/04/2025 Legend Absence Closure Not Entered Attended Not Enrolled Submitted

Filter Age Select Level Of Care Select Class/Bus Select Apply Filter Reset Filter

Select	Action	Child Number	Child Name	Class/Bus	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input type="checkbox"/>		XXXXXXXXXX/XX	XXXXXX, XXXXX		3.11	XXXXXX, XXXXX	P	V	06/01/24		08:15	17:30	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX/XX	XXXXXX, XXXXX		4.01	XXXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX/XX	XXXXXX, XXXXX	CLASSROOM B	5.00	XXXXXX, XXXXX	P	V	06/01/24				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX/XX	XXXXXX, XXXXX	CLASSROOM B	5.02	XXXXXX, XXXXX	P	V	06/01/24		08:15	17:30	<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 XXXXXXXX XXXXXXXXXX
 nated 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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Weekly Time Entry

Select a category to search by:

Case Information
Attendance Month

Search Criteria


Attendance Month

Select

Select
06/2025
05/2025
04/2025
03/2025
02/2025
01/2025
12/2024

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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, Level of Care, and/or Class/Bus, using the filters on the left-hand side of the screen. (**Note:** To use the Class/Bus filter, you must first enter and save Class/Bus values on the [Placement Roster](#) page. Please see Page 12 for more information.)

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

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Weekly Time Entry

Select a category to search by:

Case Information
Attendance Month

Search Criteria

Attendance Month

05/2025

Search

Filter

Age

Select





Level of Care

Select

Class/Bus

Select

Apply Filter
Reset Filter

Action	Child Number	Child Name	Class/Bus	Age	Case Name	LC	C/V	Start Date	End Date
	XXXXXXXX/XX	XXXXX, XXXX		3.11	XXXXX, XXXX	P	V	06/01/24	
	XXXXXXXX/XX	XXXXX, XXXX		4.01	XXXXX, XXXX	P	V	06/01/24	
	XXXXXXXX/XX	XXXXX, XXXX	CLASSROOM B	5.00	XXXXX, XXXX	P	V	06/01/24	
	XXXXXXXX/XX	XXXXX, XXXX	CLASSROOM B	5.02	XXXXX, XXXX	P	V	06/01/24	

Rows 10 per page

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.)

- 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).

- 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 AND 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.

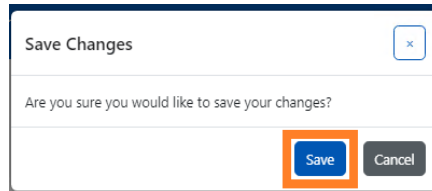
1. Enter time-in/time-out for one day of the week, then click on the “Select” box underneath the time-in/time-out boxes. You’ll receive a message at the bottom of the screen that says, “Copying is done.”

The screenshot shows the CAPS ONLINE interface for Weekly Child Time Entry. The header includes navigation links: Home, Placement Roster, Attendance, Program, and Manage Users, along with a User Profile and Logout button. The main section is titled 'Weekly Child Time Entry' and contains a 'Case Information' form with fields for Child Number, Child Name, Case Name, Enroll Start Date, Enroll End Date, and Service Month. Below this is a 'Select Dates' range and a 'Legend' for Absence, Closure, Not Entered, Attended, Not Enrolled, and Submitted. The main table displays time-in and time-out data for a week from Sunday 3/9/2025 to Saturday 3/15/2025. The 'Mon 3/10/2025' column shows a time-in of 08:00 and a time-out of 18:00, with a 'Select' button highlighted. At the bottom, a message box states 'Copying is done.' and the footer includes copyright information and a version number.

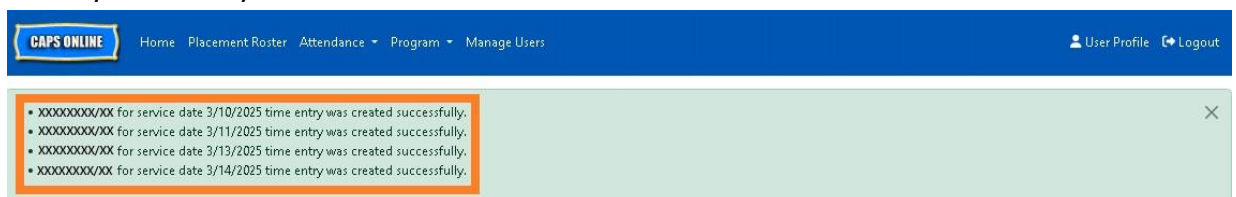
2. Once the time is copied, click on each of the “Select” boxes for the other days that you want to paste the attendance for. When you click on each check box, the time-in/time-out values will immediately be pasted, and a message will appear at the bottom of the screen that says, “Pasting is done.”

This screenshot shows the same CAPS ONLINE interface as the previous one, but with the 'Pasting is done.' message displayed at the bottom. In the weekly time entry table, the 'Select' buttons for Monday 3/10/2025, Tuesday 3/11/2025, Thursday 3/13/2025, and Friday 3/14/2025 are all highlighted, indicating that the time-in and time-out values from Monday have been pasted into these days. The footer shows the same copyright and version information.

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

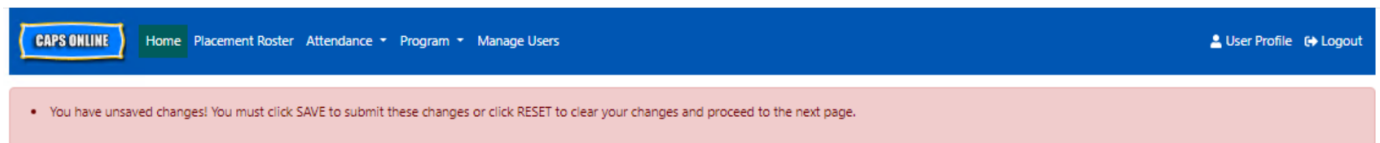


- A green confirmation message will appear at the top of the page for each day that attendance was entered and saved successfully. You can now move on to the next week or go back to Weekly Time Entry and start with another child's attendance.



NOTE: RESET, EDIT, OR DELETE ENTRIES

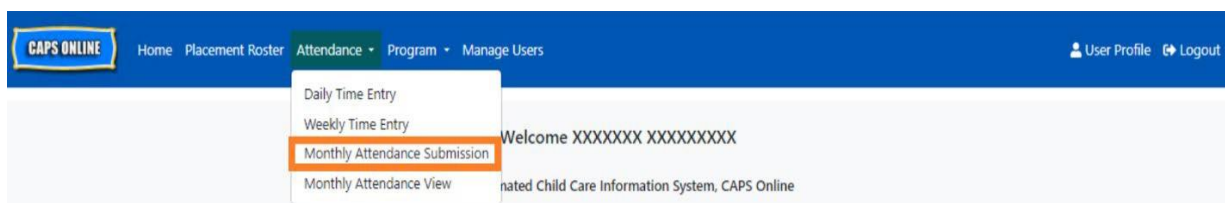
In CAPS Online, an error message (see below) will appear if you try to leave the Daily Time Entry or Weekly Time Entry screens while there are unsaved entries on that page. Before leaving the page, you must either save your entries by selecting Save or cancel your entries by selecting Reset. After selecting 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 32).

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, service month, and class/bus. 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 : April

Incomplete Records : 20
Completed Records : 3
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

Filter

Status
Select


Service Month
Select

Class/Bus
Select

Apply Filter
Reset Filter

Rows 10 per page

Action	Child Name	Child Number	End Date	Max OPD	Num OPD	C/V	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status	Recent Date
	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22	4		0			04/2025	Incomplete	
	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22	22	4	0	0	0	04/2025	Completed	
	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22	21	4	0	0	0	04/2025	Completed	

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 : XXXXX, XXXX

April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	29	30	1	2	3

No. of Absences : 2

No. of Closures : 0

No. of Days Attended : 13

No. of Days Not Entered : 7

Total Days Entered : 15

In the example above, time-in/time-out attendance has been entered for this child for thirteen days (April 1-3, 8-11, 16-17, 21-22, 25, 29). The child was absent for two days (April 4 and 18), 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.)

Select

▼

Service Month

Select

▼

Class/Bus

Select

▼

Apply Filter

Reset Filter

Action	Child Name	Child Number	End Date	Max OPD	Num OPD	C/V	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		0	0	V	22		4		0		04/2025	Incomplete	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22	22	4	0	0	0	04/2025	Completed	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22	21	4	0	0	0	04/2025	Completed	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22	22	4	0	0	0	04/2025	Completed	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22		4		0		04/2025	Incomplete	

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.

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Monthly Attendance Submission

Current Service Month : April

Incomplete Records : 20 Completed Records : 3 Submitted Records : 0

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 being 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 : April
 Incomplete Records : 20 Completed Records : 3 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

Filter
 Status: Select
 Service Month: Select
 Class/Bus: Select
 Apply Filter Reset Filter

Action	Child Name	Child Number	End Date	Max OPD	Num OPD	C/V	Max Days	Att Days	Max Wks	Wks Att	Wks Fee	FT Days	Service Month	Status	Recent Date
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22		4		0		04/2025	Incomplete	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22	22	4	0	0	0	04/2025	Completed	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22	21	4	0	0	0	04/2025	Completed	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22	22	4	0	0	0	04/2025	Completed	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22		4		0		04/2025	Incomplete	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22		4		0		04/2025	Incomplete	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22		4		0		04/2025	Incomplete	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22		4		0		04/2025	Incomplete	
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22		4		7		04/2025	Incomplete	04/2025
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		0	0	V	22		4		0		04/2025	Incomplete	

☐ 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

- 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 : April
 Incomplete Records : 20 Completed Records : 0 Submitted Records : 3
 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 12/1/2024	Mon 12/2/2024	Tue 12/3/2024	Wed 12/4/2024	Thu 12/5/2024	Fri 12/6/2024	Sat 12/7/2024
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 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

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 4/6/2025	Mon 4/7/2025	Tue 4/8/2025	Wed 4/9/2025	Thu 4/10/2025	Fri 4/11/2025	Sat 4/12/2025
1st Time In	<input type="text"/>	08:00	08:00	08:00	08:00	08:00	<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 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

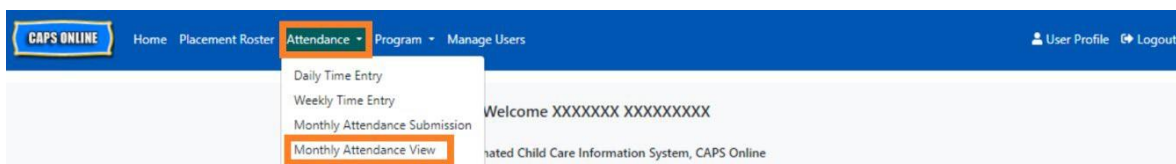
MONTHLY ATTENDANCE VIEW

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’s 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 27).

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 37.

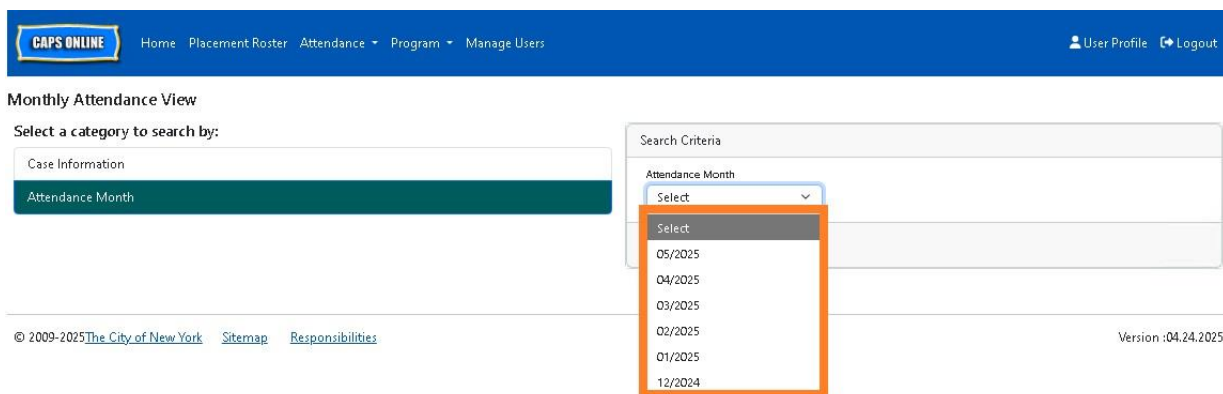
1. Click on **Attendance** in the navigation bar. Then click on **Monthly Attendance View**.



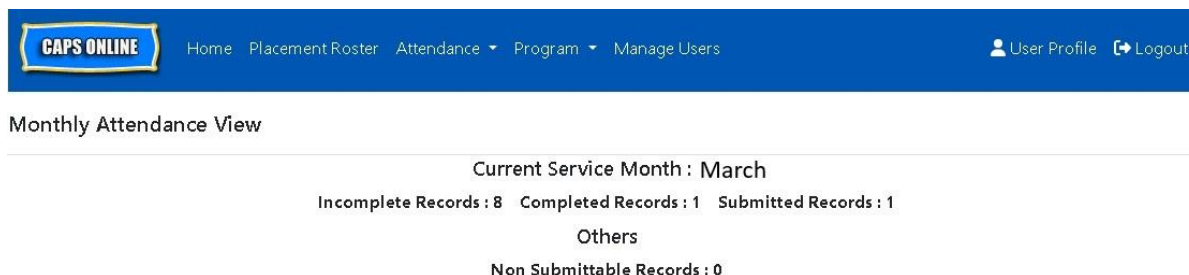
2. The Monthly Attendance View page will appear on the screen, and 2 categories will be available to search by – Case Information and Attendance Month. Select **Attendance Month**.



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.



4. 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.



5. If you would like to view records with a specific status (Incomplete, Complete, Submitted, or Non-Submittable) or for only one Class/Bus group, use one of the filters on the left. Click on the filter you'd like to use, select one of the options from the dropdown menu that appears, then click on the **Apply Filter** button.

Filter

Status

Select

Incomplete

Completed

Submitted

Non Submittable

Filter

Status

Incomplete


Class/Bus

Select

Apply Filter

Reset Filter

Action	Child Name	Child Number	Class/Bus	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
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		P	06/01/2024		1	1	V	20	18	5	0	0	0	03/24
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		P	06/01/2024		1	1	V	20	5			0		03/24
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX	CLASSROOM B	P	06/01/2024		1	1	V	20	5			0		03/24

6. 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.

Filter

Status


Incomplete

Class/Bus

Select

Apply Filter

Reset Filter

Action	Child Name	Child Number	End Date	Max OPD	Num OPD	C/V	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status	Recent Date
	XXXXX, XXXX	XXXXXXXXXX/XX		1	1	V	20	5		0		03/2025	Incomplete		
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		1	1	V	20	5		0		03/2025	Incomplete		
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		1	1	V	20	5		0		03/2025	Incomplete		





7. 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 to the right), 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

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	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	3	4	5

 No. of Absences : 2
 No. of Closures : 1
 No. of Days Attended : 15
 No. of Days Not Entered : 3
Total Days Entered : 18

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.

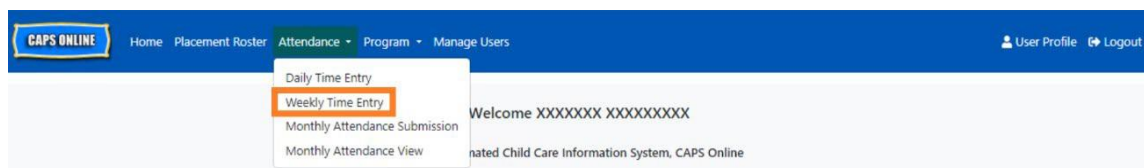
2. Once ACS VPU verifies the Fair Hearing Documentation and/or ACS action, your past attendance will be opened for editing, and you will see those records listed on the CAPS Online homepage under “Cases Allowed for Retro Time Entry”.



The screenshot shows the CAPS Online homepage. At the top, there are five small photos of children. Below them is an 'Invoice Detail' section with the following information: Check Date: 4/14/2025, Check Number: XXXXXX, Check Status: ISSUED. Below the invoice is a table titled 'Cases allowed for Retro Time Entry'.

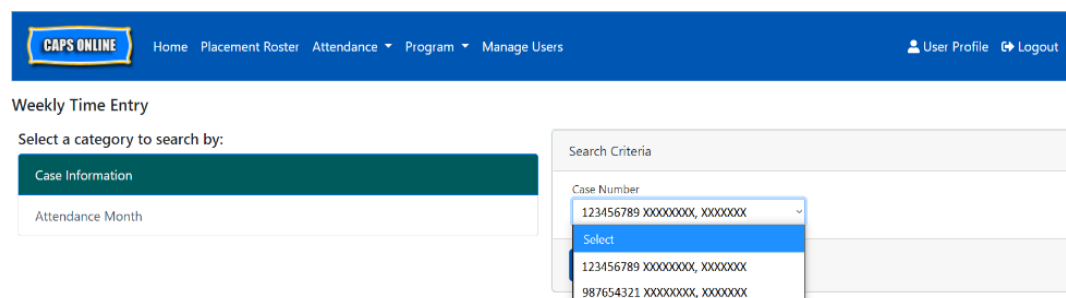
Child Number	Child Name	Case Name	Tito Start Date	Tito End Date	Effective Date	RC
XXXXXXXX/XX	XXXXX, XXXX	XXXXX, XXXX	09/01/21	12/31/24	03/07/25	RE

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



The screenshot shows the CAPS Online navigation menu. The 'Attendance' dropdown is open, and 'Weekly Time Entry' is highlighted. The menu options are: Daily Time Entry, Weekly Time Entry, Monthly Attendance Submission, and Monthly Attendance View. The user is logged in as 'User Profile' and can click 'Logout'.

4. 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.



The screenshot shows the CAPS Online Weekly Time Entry page. The 'Case Information' category is selected. The 'Search Criteria' section has a dropdown menu for 'Case Number' with the following options: 123456789 XXXXXXXX, XXXXXXXX, 123456789 XXXXXXXX, XXXXXXXX, and 987654321 XXXXXXXX, XXXXXXXX. The 'Search' button is visible.

- 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.

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Weekly Child Time Entry

Case Information

Child Number: XXXXXXXX/XX Child Name: XXXXX, XXXX Case Name: XXXXX, XXXX Enroll Start Date: 12/01/2020 Enroll End Date: 12/03/2024

Select Dates: 09/01/2021

Legend: Absence Closure Not Entered Attended Not Enrolled Submitted

Time	Sun 8/29/2021	Mon 8/30/2021	Tue 8/31/2021	Wed 9/1/2021	Thu 9/2/2021	Fri 9/3/2021	Sat 9/4/2021
1st Time In							
1st Time Out							
2nd Time In							
2nd Time Out							
	<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	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select	<input type="checkbox"/> ABSENCE <input type="checkbox"/> Select

Save Reset

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

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

Payment processing takes approximately 7 business days.

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Monthly Attendance Submission

Current Service Month: April

Incomplete Records: 20 Completed Records: 0 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

Filter

Status: Completed

Service Month: Select

Class/Bus: Select

Apply Filter Reset Filter

Action	Child Name	Child Number	End Date	Max OPD	Num OPD	C/V	Max Days	Att Days	Max Wks	Wks Att	Wkly Fee	FT Days	Service Month	Status	Recnt Date
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXX/XX	11/03/2024	0	0	V	27	22	5	5	0	2	01/2024	Completed	08/2025
1 total															

☐ 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>)

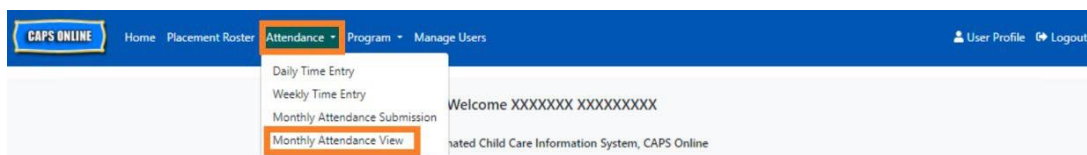
Submit

REVIEWING RETROACTIVE ATTENDANCE RECORDS IN MONTHLY ATTENDANCE VIEW

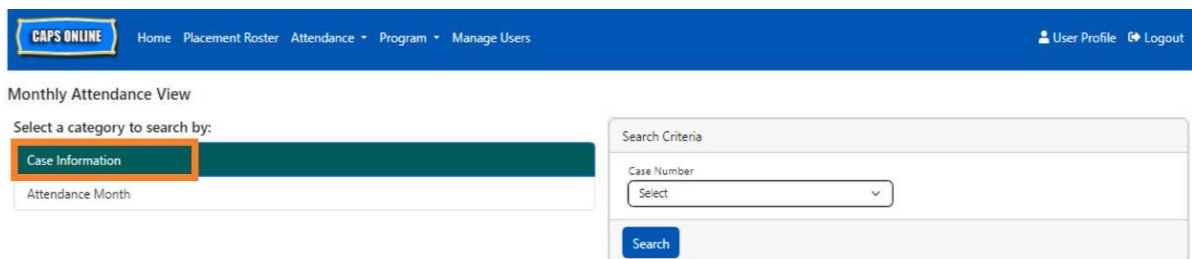
The Monthly Attendance View page can be used to check the status of any open retroactive case records.

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 27 for detailed instructions).

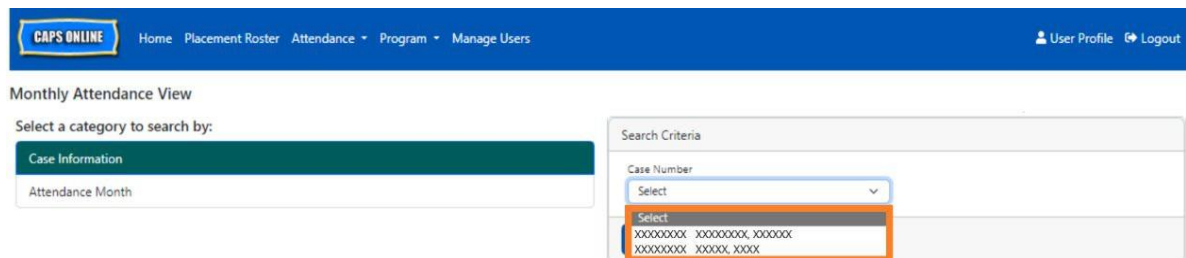
1. Click on **Attendance**, then select **Monthly Attendance View**.




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**.



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



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](#)
[Program](#)
[Manage Users](#)

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

Monthly Attendance View

Select a category to search by:

Case Information

Attendance Month

Search Criteria

Case Number

XXXXXXXX XXXX, XXXX

Search

Action	Child Name	Child Number	Class/Bus	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	Recent Date
<input checked="" type="checkbox"/>	XXXXX, XXXX	XXXXXXXXXX/XX		S	06/27/2024		0	0	V	25	20	4	4	0	2	11/2024	Completed	06/2025

November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	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	29	30
<div> <div>No. of Absences : 5</div> <div>No. of Closures : 0</div> <div>No. of Days Attended : 20</div> <div>No. of Days Not Entered : 0</div> <div>Total Days Entered : 25</div> </div>						

PROGRAM INFORMATION

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

PROGRAM PROFILE

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

All information about the program 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 shows the CAPS Online interface. At the top, there's a navigation bar with 'CAPS ONLINE' and links to Home, Placement Roster, Attendance, Program, and Manage Users. The 'Program' dropdown is open, showing 'Program Profile' and 'Closures'. The 'Program Profile' section is active. Below it, the 'Program Details' section contains fields for Program Number, Contractor Number, Name, Model Type, Program Type, Contract Type, and RA. The 'Director Details' section is expanded, showing fields for Number, Street, Boro, City, State, and Zip. The 'Contact Details', 'Emergency Contact', 'Transportation, Religion and Language', 'Level of Care', 'License', 'Location And Public Transportation', and 'Days, Session and Hours Of Operation' sections are collapsed. A 'Save' button is at the bottom left.

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 **Program** button in the navigation bar, then click on **Program Profile**.



2. This will bring up the Program 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.)*

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

Days, Session and Hours Of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open ? <input type="text"/>	Open ? 07:00	Open ? 07:00	Open ? 07:00	Open ? 07:00	Open ? 07:00	Open ? <input type="text"/>
Close ? <input type="text"/>	Close ? 18:30	Close ? 18:30	Close ? 18:30	Close ? 18:30	Close ? 18:30	Close ? <input type="text"/>

Programs and providers must separately notify the oversight agency for their license (NYC DOHMH or NYS OCFS), registration (NYS OCFS) or enrollment (NYS OCFS/WHEDco) of any changes in their hours of operation.

- When you are 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**.

Days, Session and Hours Of Operation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open ? <input type="text"/>	Open ? 07:00	Open ? 07:00	Open ? 07:00	Open ? 07:00	Open ? 07:00	Open ? <input type="text"/>
Close ? <input type="text"/>	Close ? 18:30	Close ? 18:30	Close ? 18:30	Close ? 18:30	Close ? 18:30	Close ? <input type="text"/>

Programs and providers must separately notify the oversight agency for their license (NYC DOHMH or NYS OCFS), registration (NYS OCFS) or enrollment (NYS OCFS/WHEDco) of any changes in their hours of operation.

☒ 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).

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.

Save **Reset**

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

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Information has been updated for the program: XXXXXXXX

CLOSURES

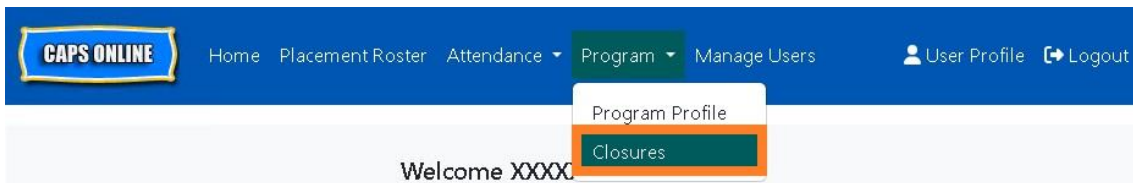
If your program is closed on specific days, you must have this information listed in CAPS Online as a **closure**. Center-based programs will now be able to enter closures in CAPS Online. These closures mark days that you are *unavailable to provide care* as “closed” in CAPS Online, making the day unavailable to enter time-in/time-out attendance. Please be aware that center-based programs will receive payment

from ACS for up to **twenty (20)** closures each NYS Fiscal Year, from April 1 – March 31 (Please see page 43 for more details). (**Note:** you cannot add closures in service months in which attendance has already been submitted.)

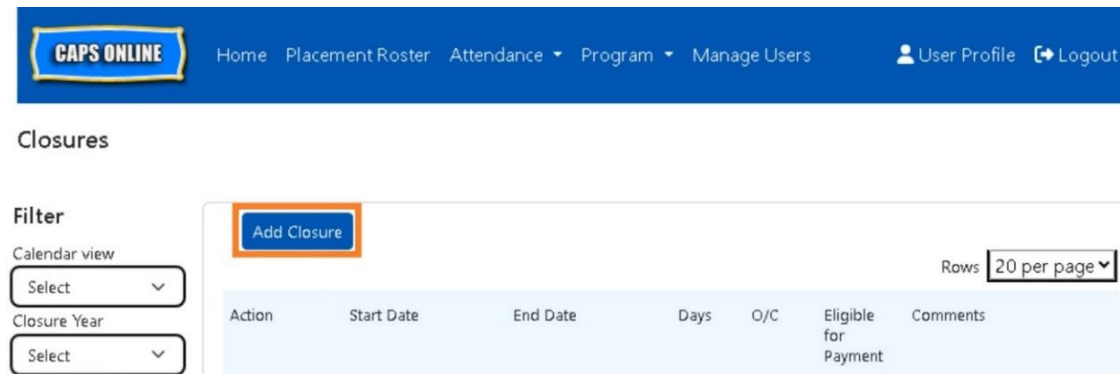
Note: ACS will no longer request a list of program closures to be emailed to them. Programs are now responsible for entering your own closures and ensuring that they are entered correctly.

ENTERING CLOSURES

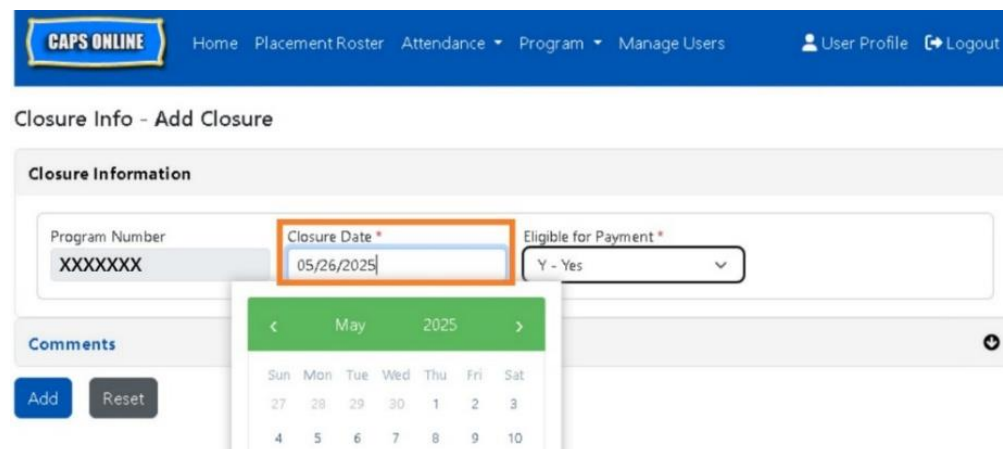
1. Select **Closures** from the **Program** dropdown.



2. Select **Add Closure**.



3. Select the **Closure Date** field. A calendar will drop down. Select the date of your program 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.)



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

The screenshot shows the 'CAPS ONLINE' header with navigation links: Home, Placement Roster, Attendance, Program, Manage Users, User Profile, and Logout. Below the header is the title 'Closure Info - Add Closure'. The form has two main sections: 'Closure Information' and 'Comments'. In the 'Closure Information' section, there are three input fields: 'Program Number' (containing 'XXXXXXX'), 'Closure Date *' (containing '05/26/2025'), and 'Eligible for Payment *'. The 'Eligible for Payment *' dropdown menu is open, showing a list of options: 'Y - Yes', 'Select', 'Y - Yes', and 'N - No'. The 'Add' button is highlighted with an orange border.

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

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

The screenshot shows the same 'CAPS ONLINE' header and 'Closure Info - Add Closure' title. In the 'Closure Information' section, the 'Eligible for Payment *' dropdown menu is now closed, and the value 'Y - Yes' is visible. In the 'Comments' section, the 'Closure Description' field is highlighted with an orange border and contains the text 'Memorial Day'. The 'Add' button is also highlighted with an orange border.

7. 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 on the closure table.

The screenshot shows the 'CAPS ONLINE' header. Below the header, a green confirmation message is displayed: 'The closure record was created successfully for # XXXXXXXX with the start date(5/26/2025)'. The message is enclosed in a box with a close button (X) on the right.

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 in which attendance has already been *submitted*.)

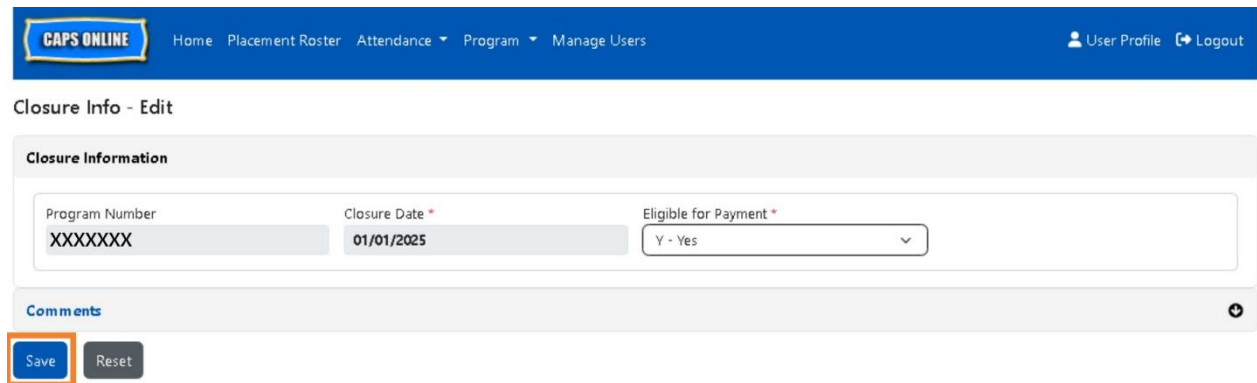
1. If you need to edit an already entered closure, click on the brown pencil icon in the **Action** column to edit the closure.



Action	Start Date	End Date	Days	O/C	Eligible for Payment	Comments
	01/01/2025	01/01/2025	1	C	Y	NEW YEAR'S DAY
	01/20/2025	01/20/2025	1	C	Y	MLK DAY

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.)



CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Closure Info - Edit

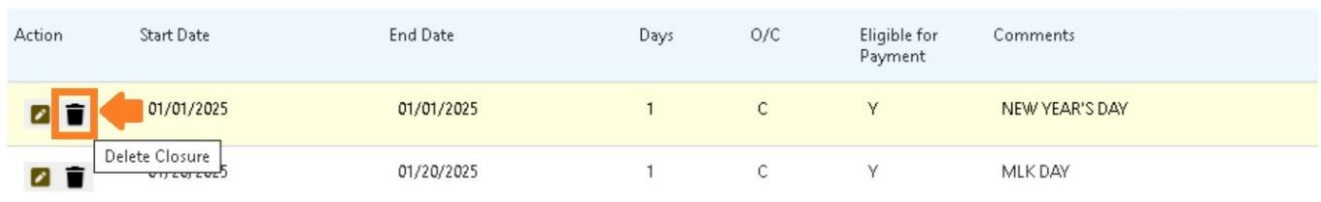
Closure Information



Program Number: XXXXXXXX Closure Date: 01/01/2025 Eligible for Payment: Y - Yes

Comments

Save **Reset**

2. 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	O/C	Eligible for Payment	Comments
	01/01/2025	01/01/2025	1	C	Y	NEW YEAR'S DAY
	01/20/2025	01/20/2025	1	C	Y	MLK 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.

Note: In your closure table, if you see “holiday substitution for [date],” this indicates that this day was a holiday listed on your closure list sent to ACS. These *cannot* be edited prior to April 1, 2025.

03/29/2024	03/29/2024	1	H	Y	HOLIDAY SUBSTITUTION FOR 11.07.23 GOOD FRIDAY
------------	------------	---	---	---	---

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)

Reset Filter

Add Closure

Rows 20 per page ▼

	Start Date	End Date	Days	O/C	Eligible for Payment	Comments
	01/01/2025	01/01/2025	1	C	Y	NEW YEAR'S DAY
	01/20/2025	01/20/2025	1	C	Y	MLK DAY

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

Filter

Calendar view
 Gregorian Calen ▼

Closure Year
 Select ▼

2025
 2024
 2023

Add Closure

Rows 20 per page ▼

Action	Start Date	End Date	Days	O/C	Eligible for Payment	Comments
 	01/01/2025	01/01/2025	1	C	Y	NEW YEAR'S DAY
 	01/20/2025	01/20/2025	1	C	Y	MLK DAY

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

Filter

Calendar view
 Gregorian Calen ▼




Closure Year
 2025 ▼

Apply Filter

Reset Filter

Add Closure

Rows 20 per page ▼

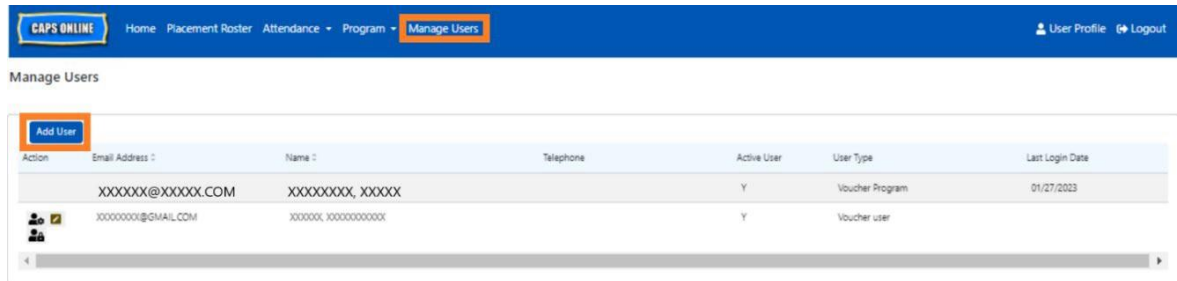
Action	Start Date	End Date	Days	O/C	Eligible for Payment	Comments
 	01/01/2025	01/01/2025	1	C	Y	NEW YEAR'S DAY
 	01/20/2025	01/20/2025	1	C	Y	MLK DAY

MANAGE USERS

The **Manage Users** option allows you to grant CAPS Online access to additional people associated with your program and manage their privileges within the system.

ADD A USER

1. To grant a new user access to the system, select the **Add User** button at the top of the page.



2. The User Info page will appear. Here, you can add the new user's information. First Name, Last Name, and Contact Email are required fields. The user must create a NYC ID using the same email address added below in the user info page to access the system.
3. Click **Add** to complete.

User Info

User Information

Program Number: XXXXXXXX

Last Name: XXXXXXXX

First Name: XXXXX

Telephone Number: (999) 999-9999

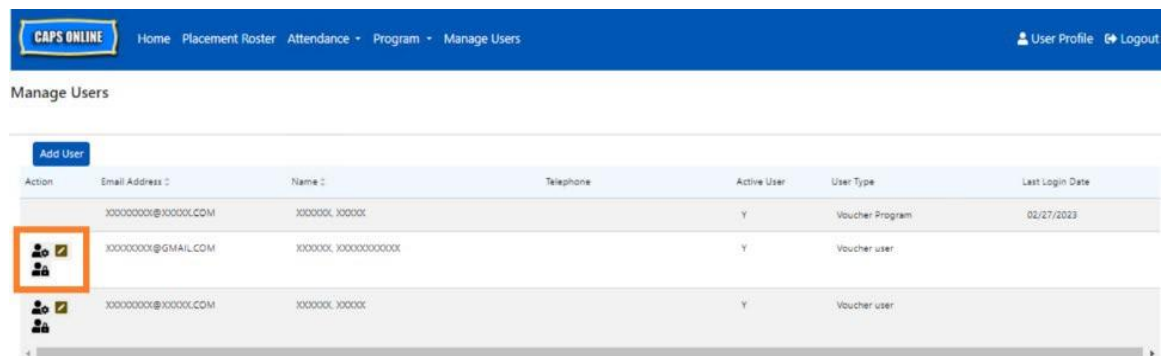
Contact Email: XXXXXXXXXX@GMAIL.COM

Confirm Contact Email: XXXXXXXXXX@GMAIL.COM


Add Reset

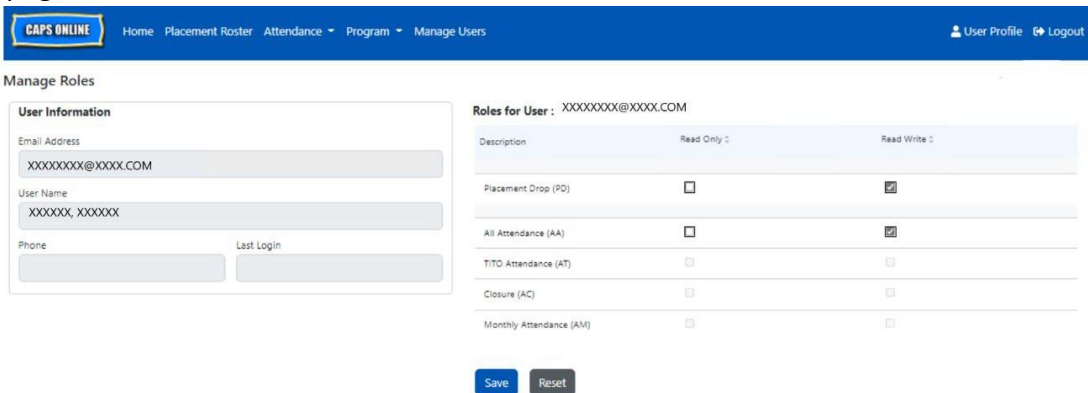
EDIT EXISTING USERS

If a user is already listed, you can manage their role and permissions/access using the icons in the **Action** column on the left. This can be updated at any time.



There are three icons with the following functions:

 **Manage Roles:** If a user is already listed, you can manage their role and permissions/access from the Manage Roles (person with gear) icon. For example, if you only want a user to be able to view closures but not add or edit closures, you will check the box in the “Read Only” column next to Closure. Alternatively, if you would like the user to be able to add or edit closures, you would check the box in the “Read Write” column next to Closure. Click **Save** after making any changes on this page.



Manage Roles

User Information

Email Address: XXXXXXXX@XXXX.COM


User Name: XXXXXX, XXXXXX

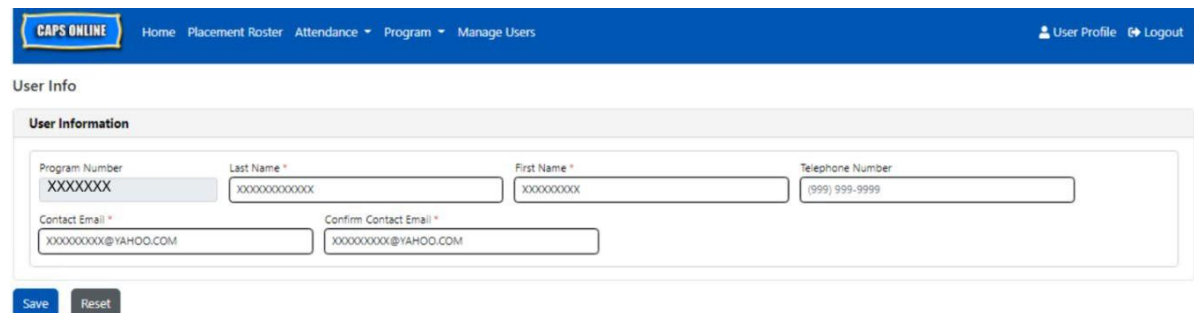
Phone: Last Login:

Roles for User: XXXXXXXX@XXXX.COM

Description	Read Only	Read Write
Placement Drop (PD)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Attendance (AA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
T/TO Attendance (AT)	<input type="checkbox"/>	<input type="checkbox"/>
Closure (AC)	<input type="checkbox"/>	<input type="checkbox"/>
Monthly Attendance (AM)	<input type="checkbox"/>	<input type="checkbox"/>

Save **Reset**

 **Edit a User:** Selecting the Edit a User (pencil) icon, will allow you to change their name, phone number, or email address. Program number is not an editable field. Click **Save** after making any changes on this page.



User Info

User Information

Program Number: XXXXXXXX

Last Name: XXXXXXXXXXXX


First Name: XXXXXXXX

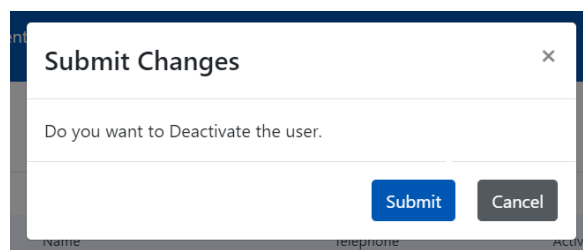
Telephone Number: (999) 999-9999

Contact Email: XXXXXXXX@YAHOO.COM

Confirm Contact Email: XXXXXXXX@YAHOO.COM

Save **Reset**

 **Enable/Disable a User:** Select the Enable/Disable User (person with a lock symbol) icon to enable or disable the user’s access to the system. Click **Submit** to confirm.



Submit Changes

Do you want to Deactivate the user.

Submit **Cancel**

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**.

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

User Profile

MY USER PROFILE

Email Address
XXXXXXXX@XXXX.COM

Last Name * First Name * Telephone Number
XXXXXXXXXXXX XXXXXXXXXX (999) 999-9999

Language * Page Limit *
EN - ENGLISH 10

Save 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>).

Last Name * First Name * Telephone Number
XXXX XXXX (999) 999-9999

Language * Page Limit *
EN - ENGLISH 20

Select
EN - ENGLISH
ES - SPANISH
AR - ARABIC
HT - HAITIAN CREOLE
RU - RUSSIAN
YI - YIDDISH
ZH - CHINESE SIMPLIFIED

Save

Responsibilities

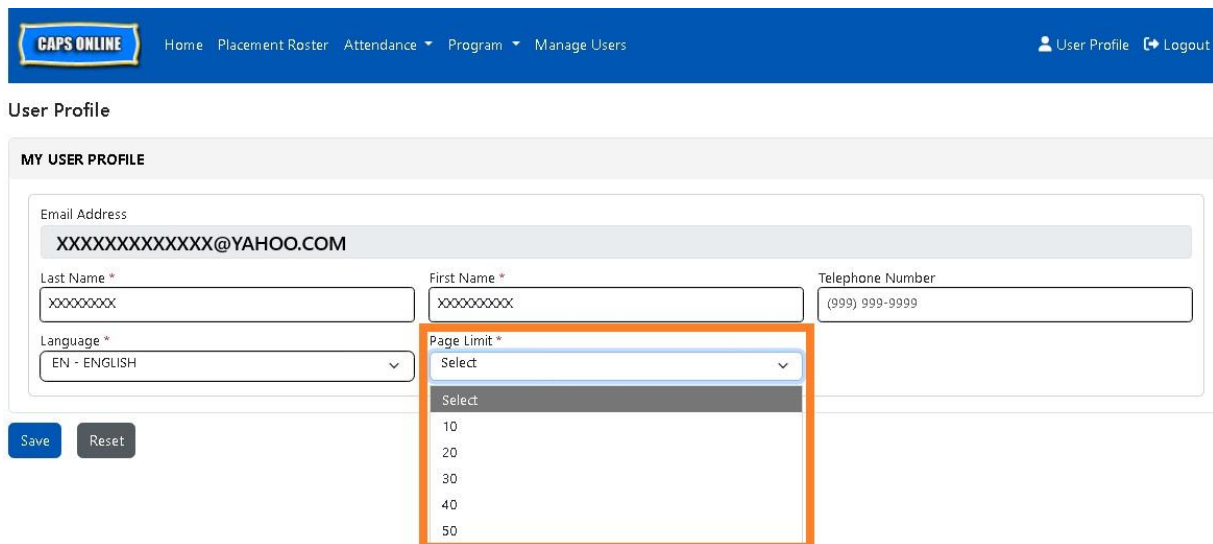
Version: 11.06.2025

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.

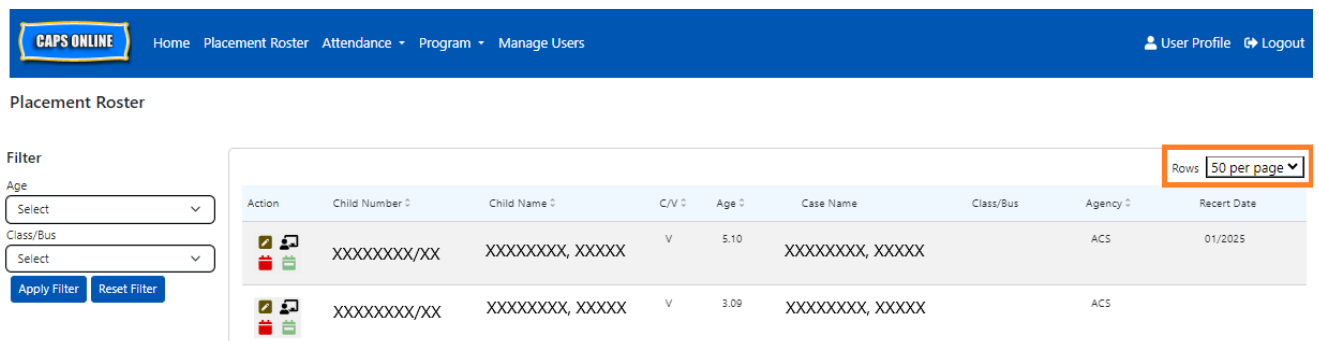
If you have more than 10 children enrolled, you'll be able to increase the number of visible records in increments of 10 – 10, 20, 30, 40, or 50. This can be changed at any time by clicking on **User Profile**, then adjusting the **Page Limit** by selecting a number from the drop-down menu, and clicking **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 'MY USER PROFILE' section of the CAPS ONLINE interface. The 'Page Limit' dropdown menu is open, displaying the following options: Select, 10, 20, 30, 40, and 50. The dropdown is highlighted with an orange box. The form includes fields for Email Address (XXXXXXXXXXXX@YAHOO.COM), Last Name (XXXXXXXX), First Name (XXXXXXXX), Telephone Number ((999) 999-9999), and Language (EN - ENGLISH). 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 50 in User Profile, all screens will now display up to 50 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' section of the CAPS ONLINE interface. The 'Rows' dropdown menu is set to '50 per page', which is highlighted with an orange box. The page includes a filter section on the left with 'Age' and 'Class/Bus' dropdowns, and 'Apply Filter' and 'Reset Filter' buttons. The main table displays the following data:

Action	Child Number	Child Name	C/V	Age	Case Name	Class/Bus	Agency	Recent Date
	XXXXXXXX/XX	XXXXXXXX, XXXXX	V	5.10	XXXXXXXX, XXXXX		ACS	01/2025
	XXXXXXXX/XX	XXXXXXXX, XXXXX	V	3.09	XXXXXXXX, XXXXX		ACS	

MOBILE DEVICE

CAPS Online is mobile-friendly and accessible by using a 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.

AA a069-capsonline.nyc.gov

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 | Espanol | 中文 | русский язык | اللغة العربية | العربية

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CAPS ONLINE

Welcome XXXXXXXXXXXX

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/sites/default/files/early->

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CAPS ONLINE

Home

Placement Roster

Attendance

Daily Time Entry

Weekly Time Entry

Monthly Attendance Submission

Monthly Attendance View

Program

Manage Users

User Profile

Logout

Welcome XXXXXXXXXXXX

The Automated Child Care Information System, CAPS Online

Invoice Detail: