

Attendance Submission to Network Prior to 3/01/2022

Extended Day/ Year 10hrs a Day	3K School Day/ Year 6hrs 20min a Day
<ul style="list-style-type: none"> • Biweekly Summary Attendance Sheets (2x's a month) • Signature (with child time in/out) Biweekly <p>Total Submission to Network Per Month</p>	<ul style="list-style-type: none"> • Biweekly Summary Attendance Sheets (2x's a month) • Signature (with child time in/out) Biweekly <p>Total Submission to Network Per Month</p>

New Attendance Submission to Network Effective 3/01/2022

Extended Day/ Year 10hrs a Day	3K School Day/ Year 6hrs 20min a Day
<ul style="list-style-type: none"> • CAPS Online Attendance Submission (optional daily/ weekly) <p>You must submit your attendance twice a month to the email: Attendance@psfamilynyc.org</p> <p>attendance must be submitted as follows: For Days 1-15th—attendance must be in on the 16th of the month</p> <p>For Days 16-to the end of the month- attendance must be in by the 1st of the following month</p> <ul style="list-style-type: none"> • Parents' sign in sheet (with child time in/out) Biweekly • (see new template attached), your signature confirming the accuracy is required. <p>Total Submission to Network Per Month</p>	<p>Biweekly Summary Attendance Sheets (2x's a month)</p> <p>Signature (with child time in/out) Biweekly</p> <p>(NO Changes)</p> <p>Total Submission to Network Per Month</p>

Please Note:

1. Daily or Weekly CAPS submission is necessary as it reports the enrollment of children to the network. This enables Program Support FCCN to make accurate payments to your program and verify enrollment.
2. Please be aware if you choose to not submit a CAPS attendance daily or weekly - Program Support FCCN will be unable to verify enrollment and will only reimburse you once the submission is made.
3. Please note the signature page has been modified to include the providers signature at the bottom of the page verifying the validity of the document

We do hope this new system elevates some of the documentation stresses that you are experiencing.

CAPS ONLINE: <https://a069-capsonline.nyc.gov/caps/login>