

## Cocoa Data Certification Deadlines 2017-2018

- ELS Reserved, ELS Moderate, and ELS Gap providers must enter and update information in Cocoa for *all children*. PFA only providers must enter and update information in Cocoa for PFA children; entering non-PFA children is optional.
- Cocoa data must be entered and certified by the *3<sup>rd</sup> working day of each month*. Each agency submits a single certification for the entire agency. Only users with Agency Admin. accounts can submit a certification on behalf of the whole agency; Site Admin. accounts can only view certifications.

| Monthly Certification Deadline | Data to Certify |
|--------------------------------|-----------------|
| August 3, 2017                 | July 2017       |
| September 6, 2017              | August 2017     |
| October 4, 2017                | September 2017  |
| November 3, 2017               | October 2017    |
| December 5, 2017               | November 2017   |
| January 4, 2018                | December 2017   |
| February 5, 2018               | January 2018    |
| March 5, 2018                  | February 2018   |
| April 4, 2018                  | March 2018      |
| May 3, 2018                    | April 2018      |
| June 5, 2018                   | May 2018        |
| July 5, 2018                   | June 2018       |
| August 3, 2018                 | July 2018       |

### How do I certify data?

- Ensure data is accurate and up to date.
- Sign into Cocoa and hover over Certifications with your mouse.
- Click Enrollment Certifications.
- Select the Certify Now button to the right of the month that you want to certify.
- Review the data. If you need to correct data, find that area in Cocoa, edit, and return to the Certification page.
- When all information is correct, select Submit Certification.