

Cocoa Data Certification Deadlines 2018-2019

Cocoa data must be entered and certified by the 3rd working day of each month.

Monthly Certification Deadline	Data to Certify
Fri. August 3, 2018	July 2018
Thurs. September 6, 2018	August 2018
Wed. October 3, 2018	September 2018
Mon. November 5, 2018	October 2018
Wed. December 5, 2018	November 2018
Fri. January 4, 2019	December 2018
Tues. February 5, 2019	January 2019
Tues. March 5, 2019	February 2019
Wed. April 3, 2019	March 2019
Fri. May 3, 2019	April 2019
Wed. June 5, 2019	May 2019
Wed. July 3, 2019	June 2019
Mon. August 5, 2019	July 2019

How do I certify?

- Enroll new children, enter attendance, and exit children no longer at your site.
- Hover over **Certifications** with your mouse.
- Select **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**.
- If you need to make a correction to a submitted certification, you must contact the Help Desk at Children's Council to unlock it. After making the correction, you must re-certify by repeating the above steps.

Questions? Contact the Help Desk at Children's Council

415-343-4669

support@childrenscouncil.org