

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 |
|--------------------------------|-----------------|
| Mon. August 5, 2019 | July 2019 |
| Wed. September 4, 2019 | August 2019 |
| Thurs. October 3, 2019 | September 2019 |
| Tues. November 5, 2019 | October 2019 |
| Wed. December 4, 2019 | November 2019 |
| Fri. January 3, 2020 | December 2019 |
| Wed. February 5, 2020 | January 2020 |
| Wed. March 4, 2020 | February 2020 |
| Fri. April 3, 2020 | March 2020 |
| Tues. May 5, 2020 | April 2020 |
| Wed. June 3, 2020 | May 2020 |
| Fri. July 3, 2020 | June 2020 |

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