Cocoa Data Certification Deadlines 2018-2019

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

<table>
<thead>
<tr>
<th>Monthly Certification Deadline</th>
<th>Data to Certify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. August 5, 2019</td>
<td>July 2019</td>
</tr>
<tr>
<td>Wed. September 4, 2019</td>
<td>August 2019</td>
</tr>
<tr>
<td>Thurs. October 3, 2019</td>
<td>September 2019</td>
</tr>
<tr>
<td>Tues. November 5, 2019</td>
<td>October 2019</td>
</tr>
<tr>
<td>Wed. December 4, 2019</td>
<td>November 2019</td>
</tr>
<tr>
<td>Fri. January 3, 2020</td>
<td>December 2019</td>
</tr>
<tr>
<td>Wed. February 5, 2020</td>
<td>January 2020</td>
</tr>
<tr>
<td>Wed. March 4, 2020</td>
<td>February 2020</td>
</tr>
<tr>
<td>Fri. April 3, 2020</td>
<td>March 2020</td>
</tr>
<tr>
<td>Tues. May 5, 2020</td>
<td>April 2020</td>
</tr>
<tr>
<td>Wed. June 3, 2020</td>
<td>May 2020</td>
</tr>
<tr>
<td>Fri. July 3, 2020</td>
<td>June 2020</td>
</tr>
</tbody>
</table>

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

The Help Desk is funded by OECE to support ELS and PFA programs.