Exiting Children in Cocoa

When a child leaves an agency, the child must be exited in Cocoa. This important step indicates that the child is no longer enrolled at the agency and ensures the ELS payment is accurate. To exit a child:

1. Find the child’s Information page and select the Enrollment tab.

2. On the Enrollment tab, select **Exit Session** under the child’s Current Enrollment.

Questions? Contact the Help Desk at Children’s Council.

415-343-4669 or support@childrenscouncil.org

The Help Desk is funded by OECE to support ELS and PFA programs.
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3. Enter End date. The date is the last day of the child’s enrollment. Select a Reason for the child’s exit. Multiple reasons may be selected. Select Exit Session.

4. The Enrollment page will say, “Successfully exited the enrollment” and the enrollment will now be listed as Previous Enrollment.

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