

# How to View and Sign the Subsidy Payment Authorization Form



Family Portal

You will receive an email when there is a Subsidy Payment Agreement ready for you to sign.

The message will look similar to the one to the right.

Clicking on the link will take you directly to the sign-in page.

We will no longer be using DocuSign for Subsidy Payment Authorization forms.



### Welcome to the Best Starts for Kids Child Care Subsidy Family Portal

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Here enrolled families have access to reauthorization application. Use the Sign In option above to access it now.

Families interested in the Best Starts Subsidy program will also have access to completing a short Interest Form. (This function is scheduled to open early 2025 and is not yet available.)

If you have questions or need support, please call or text the Best Starts Subsidy Family Access and Support Team at (206) 208-6865, or send us an email at [support@BSKchildcare.org](mailto:support@BSKchildcare.org). We have access to interpretation services for incoming and outgoing phone calls.

Thank you.

### Complete An Interest Form

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Coming Early 2025, not yet available.

For families not currently enrolled in the Best Starts Subsidy program.

Clicking on the link in the email will take you directly to this page.

Please select SIGN IN.

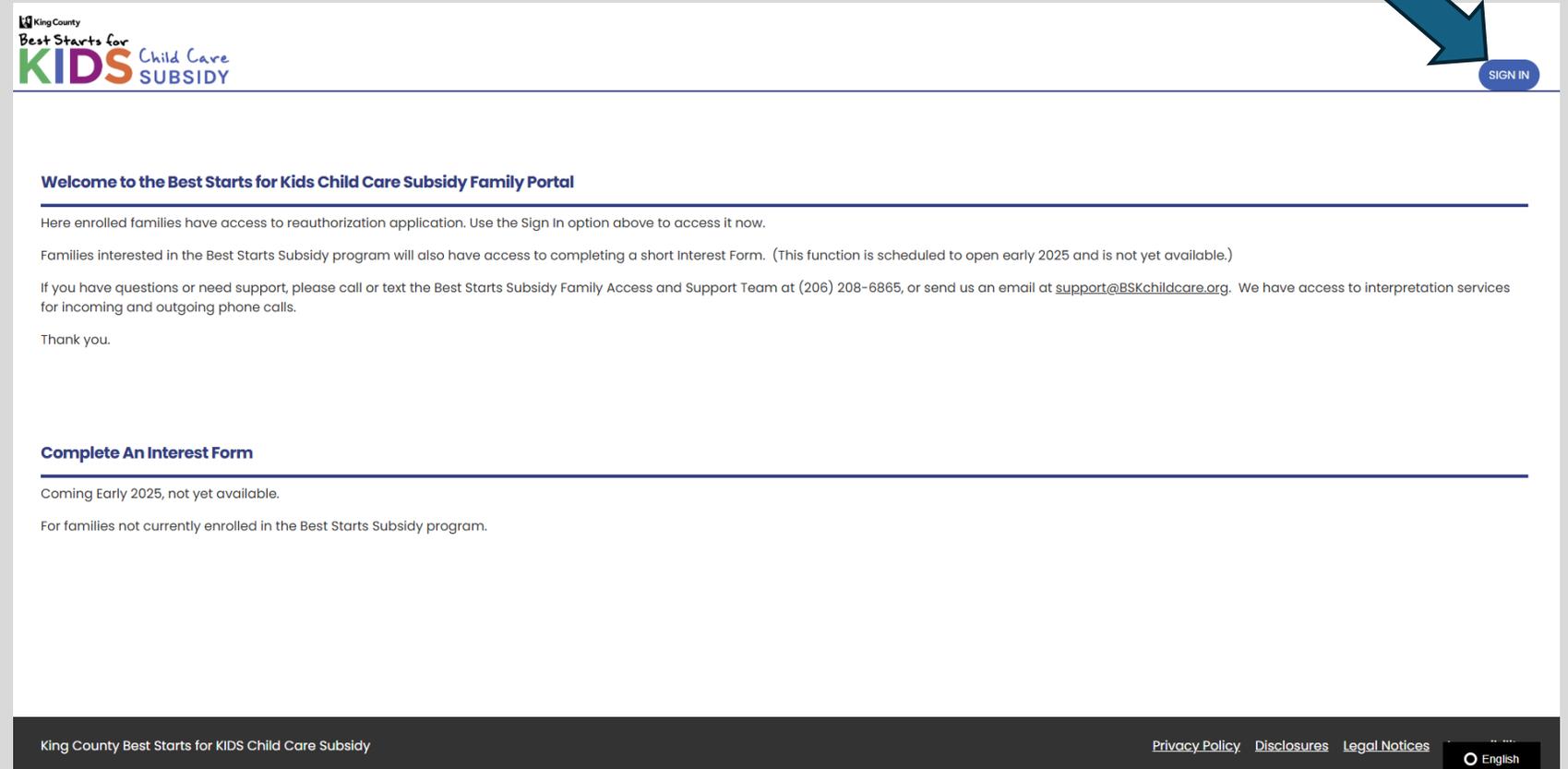
You can also sign-in as you did for the reauthorization application. If you do, you'll come to the same page.

The link to get here is:

[https://prod.caseworthy.com/CR\\_Prod.portalnew](https://prod.caseworthy.com/CR_Prod.portalnew)

It will be slightly updated from this view you had at reauthorization.

Please select SIGN IN.



King County  
Best Starts for  
**KIDS** Child Care  
SUBSIDY

**WELCOME TO THE BEST STARTS FOR KIDS CHILD CARE SUBSIDY FAMILY PORTAL**

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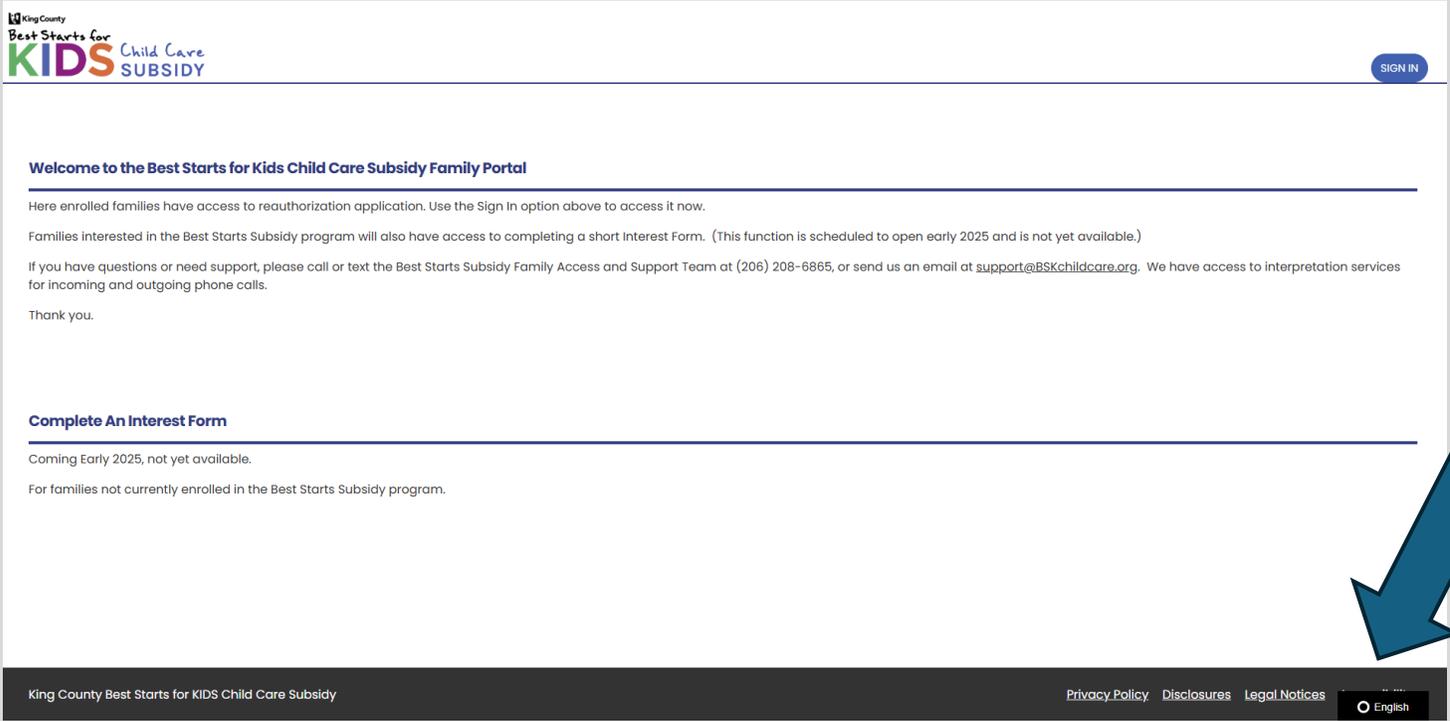
Coming Early 2025, not yet available.

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King County Best Starts for KIDS Child Care Subsidy

[Privacy Policy](#) [Disclosures](#) [Legal Notices](#)

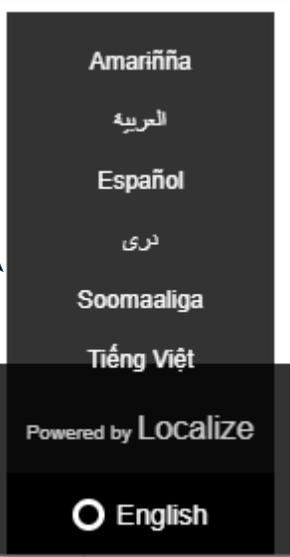
English



You can change the preferred language by clicking where it says ENGLISH in the lower right-hand corner



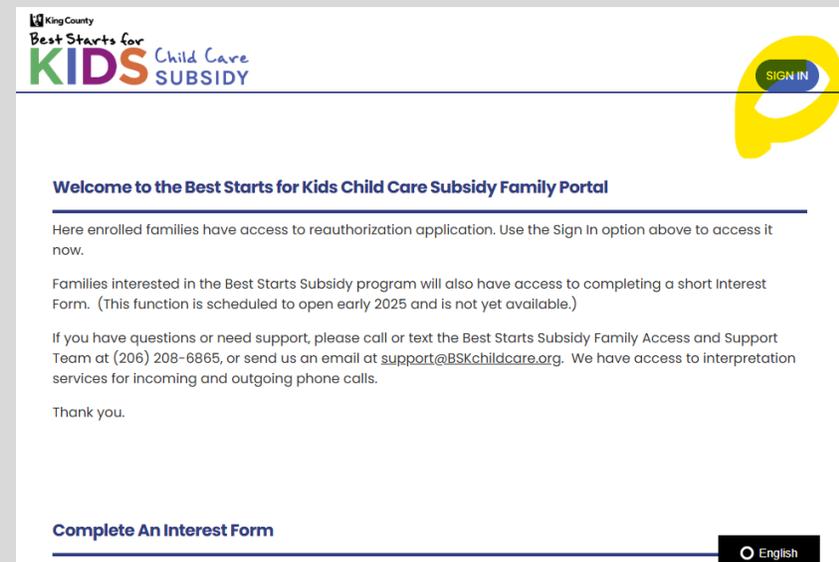
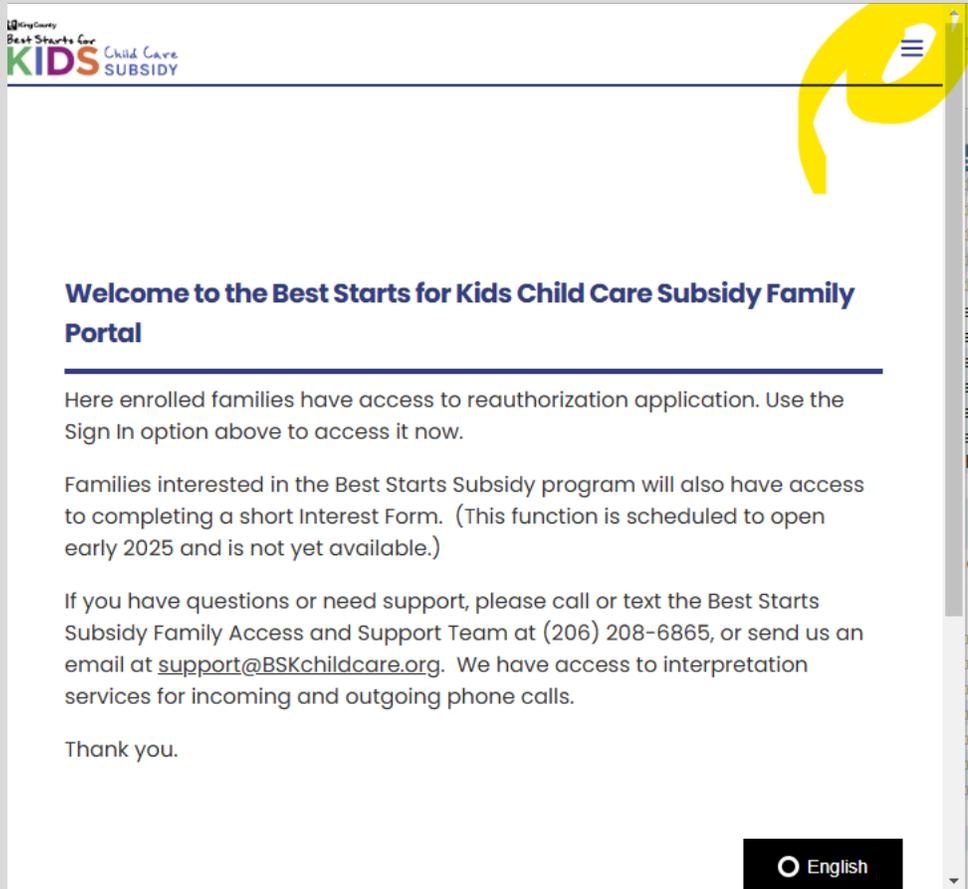
These are the available languages



# Signing In

Your screen will look similar to one of these images depending on what device you are using and which route you took to signing in.

Click on either the 3 lines or where it says SIGN IN



This takes you to a sign-in page used by both families and providers.

*Your USERNAME is the email address you used to sign-in when completing your reauthorization application. Your password will be the password you set.*

If you've forgotten the password you created, please select FORGOT PASSWORD and set a new password.

The screenshot shows the login page for the King County Best Starts for Kids Child Care Subsidy. At the top left is the logo with the text "King County Best Starts for KIDS Child Care SUBSIDY". At the top right is a "SIGN IN" button. The main heading is "Family & Provider Log-In". Below this is a message: "FAMILIES: Please note that the username is the email address listed as the primary account for the applicant / head of household. PROVIDERS: Your username is the email address, listed with Best Starts Subsidy, for your child care program." There are two input fields: "Username" and "Password", both with placeholder text. Below the fields is a "Log In" button. At the bottom left, there are links for "Forgot Password?" and "Need Help?". At the bottom right, there is a language selector showing "English".

## Family & Provider Log-In

**FAMILIES:** Please note that the username is the email address listed as the primary account for the applicant / head of household. **PROVIDERS:** Your username is the email address, listed with Best Starts Subsidy, for your child care program.

Username

Latte@Coffee.com

Password

.....

Log In

[Forgot Password ?](#) | [Need Help ?](#)

This example uses a fake family.

Head of Household is: Latte Coffee

Using the email address [Latte@Coffee.com](mailto:Latte@Coffee.com) as the user name.

The password is the same one used to complete the reauthorization application.

[Home](#)

# Family Portal Home

Once signed in, you'll land at a page that looks like the image above.

Go to PAYMENT AGREEMENT SUMMARY and click there.

--This page will look a bit different from the page which was your starting point for the reauthorization application.

Filters

This is a list of pending and previously signed payment authorizations. Documents needing a signature will appear first. To open a Subsidy Payment Authorization, click on the gear icon to the left of the family name. Once a payment authorization has been signed by both parties and reviewed by BrightSpark, a finalized PDF will be available for you to download here.

Document Status

Search

PROVIDER	PARENT/GUARDIAN NAME	CHILDREN NAME(S)	DATE RANGE	SIGNED BY FAMILY	SIGNED BY PROVIDER	DOCUMENT STATUS	DOWNLOAD PDF
 [Redacted]	Coffee, Latte	Coffee, Decaf; Coffee, latte;	12/1/2024 - 5/31/2025	No	No	Pending Family Signature	

After selecting PAYMENT AGREEMENT SUMMARY, you'll see a page similar to this.

It will list the name of the selected child care provider, the name of the Head of Household, the name of the child, the timeframe when the subsidy is effective, and who has signed the Subsidy Payment Authorization form.

**The form must be signed by the family before the provider can sign.**

Click on the gear icon to the left of the child care provider's name.



King County  
Best Starts for  
**KIDS** Child Care  
SUBSIDY

FAQs Sign Out

Welcome, **latte Coffee** Manage Login: Best Starts for Kids

Home | My Payment Authorizations

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Click on REVIEW AND SIGN.

💡 This is a list of pending and previously signed payment authorizations. Documents not yet signed for a Payment Authorization, click on the gear icon to the left of the family name. Once a payment authorization is signed in BrightSpark, a finalized PDF will be available for you to download here.

Document Status

PROVIDER

PARENT/GUARDIAN NAME

CHILDREN NAME(S)

DATE RANGE



Review and Sign

Coffee, Latte

Coffee, Decaf; Coffee, latte;

12/1/2024 - 5/31/2025

Review and Sign ✕

⌵ Filters

You must agree that you reviewed the terms and conditions of the Payment Authorization before continuing.  
Click the "Download Payment Authorization" button to view & download a copy.

I have carefully read and agree to the terms and conditions as outlined in the Subsidy Authorization Agreement.

**Download Payment Authorization**

Child Name	Birth Date
<input checked="" type="checkbox"/> Coffee, Decaf	11/01/2023

If there is more than one Subsidy Payment Authorization, you'll see more than one row.

Please select **DOWNLOAD PAYMENT AUTHORIZATION** (highlighted in yellow here), clicking on the blue bubble. This will allow you to read the full Subsidy Payment Authorization.

# Best Starts for Kids Child Care Subsidy Payment Authorization



## SECTION 1: Child and Family Information

Parent #1 Name (Last, First) Coffee, Latte	Parent #2 Name (Last, First)		
Child's Name (Last, First) Coffee, Decaf	Child's Date of Birth 11/01/2023		
Child's BSK Subsidy ID	Child's CW ID		
Family BSK Subsidy ID			
Approved Subsidy Amount*: Family Child Care (FCC): \$ 0.00 Center-based Care: \$ 0.00			
Approved Amount of Care: Full Time	Part-time care = 0-19 hours per week	Full-time care = 20-50 hours of care per week	Extended care = more than 50 hours per week

\*Award amounts for school-age children attending center-based child care programs are maximum awards. The amount to be paid will not exceed the cost of care for that child. The approved amount of care (i.e., part-time, full-time, or extended care) will also be taken into consideration when determining the amount of subsidy to be paid for school-age children. Subsidy amounts for school-age children attending family child care programs will not be impacted by the tuition amount charged by that FCC.

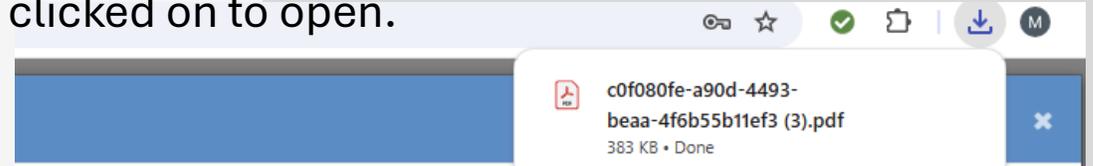
If any of the information above needs to be updated, please contact us at [support@bskchildcare.org](mailto:support@bskchildcare.org) or (206) 208-6865.

## SECTION 2: Provider Information

Name of Child Care Provider/Program Name	
Provider ID (MERIT)	Provider CW ID 43904
Program Street Address (including city and zip code) 9338 Beacon Ave S Seattle 98118	
Address to send payment to, if different	
Primary Contact	
Phone Number	Email Address
Best Contact for Billing	
Billing Contact Phone Number if Different	Billing Contact Email if Different
MONTHLY Tuition Rate (published tuition rate which applies for child listed above)	

The Subsidy Payment Authorization document will open up.

On some devices, it may appear as an icon in the upper right hand corner which will need to be clicked on to open.



Information regarding the child, the provider, the subsidy amount, and the length of the subsidy will be indicated.

Terms and conditions of the agreement are included in this document.

### SECTION 3: Subsidy Payment Information

Below is the payment calendar for the child listed in the Payment Authorization.

- \*Payment amounts for school-age care differ in how they are calculated based upon the type of child care program.**
- For center-based programs subsidy amounts are based upon cost of care and are not to exceed the maximum approved Best Starts for Kids Subsidy amount nor the cost of care. The school-age subsidy amount will be the lesser of the maximum approved subsidy for that child or the program's published tuition rate for the amount of care received by the child.
  - For family child care programs (FCCs), the subsidy amount for school-age children is simply the amount set for that child (based on family income, family size, and amount of care). It is not adjusted based on the FCC's tuition.

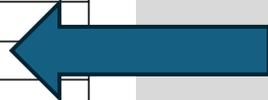
School-age care amounts, for children authorized for part-time care, are adjusted for holiday breaks. Adjustments for summer care are not automatic. Families must notify the Best Starts for Kids Subsidy Program of any changes in amount of care needed or child care provider.

**\*\*Subsidy amounts adjust the month after a child's first birthday; the month after a child turns 2.5 years of age; for 5-year-olds upon entry to school; and for 6-year-olds who are not yet in the school-age bracket, the month after their 6<sup>th</sup> birthday.**

**\*\*\*Children are no longer eligible for Best Starts for Kids Subsidy once they have turned 13 years of age. Best Starts for Kids Subsidy will be awarded the month of the child's 13<sup>th</sup> birthday. This will be the final month of Best Starts for Kids Subsidy for that child.**

The Best Starts for Kids Subsidy Program, King County, and BrightSpark reserve the right to adjust these amounts. Reasons for adjustment include regular usage at a level less than the approved amount (i.e., part-time, full-time, extended care), errors in this statement, or change in provider/ program type. Reasons for cancellation of Best Starts for Kids Subsidy payments include but are not limited to family residency outside of King County, lack of attendance for an extended period of time, or program loss of license.

FROM Date	TO Date	Child's Age Category	Amount of Care	Provider Type	Award Amount	Notes
1/1/2025	1/31/2025	Preschool	Full Time	Center	1979.00	
2/1/2025	2/28/2025	Preschool	Full Time	Center	1979.00	
3/1/2025	3/31/2025	Preschool	Full Time	Center	1979.00	
4/1/2025	4/30/2025	Preschool	Full Time	Center	1979.00	
5/1/2025	4/30/2025	Preschool	Full Time	Center	1979.00	



The months the subsidy agreement is effective will be listed on page 2 of the authorization document.

The subsidy amount for care with the provider noted on page 1 and the amount of authorized care (part-time, full-time, or extended care) is also noted on this page.

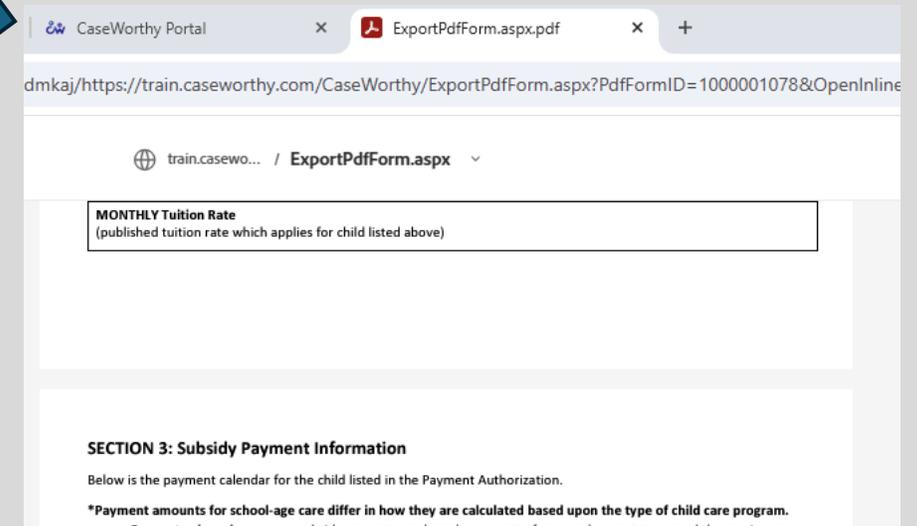
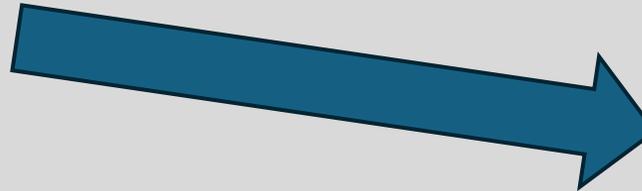


After reviewing the Subsidy Payment Authorization (SPA), you will need to navigate back to the portal to sign and accept the SPA agreement.

On my laptop, I access the portal by clicking on the tab that says CaseWorthy Portal.

On a smart phone, closing out the pdf returned me directly to the portal screen.

Returning to the portal will allow you to move to the space where you can sign the form.



You must agree that you reviewed the terms and conditions of the Payment Authorization before continuing.  
Click the "Download Payment Authorization" button to view & download a copy.

I have carefully read and agree to the terms and conditions as outlined in the Subsidy Authorization Agreement.

Download Payment Authorization

Child Name

Birth Date

Coffee, Decaf

11/01/2023

Returning to the portal brings us back to this page.

In order to access the signature form, you must check the small box (highlighted in yellow in the picture above). In doing this, you are agreeing that you've read and agree to the terms of the Subsidy Payment Authorization.

Checking the box opens up access to the signature function.

Select CONTINUE TO SIGNATURE.

← Back

→ Continue to Signature

### Child Care Subsidy Payment Authorization

**A signed agreement will be available after both parties have signed.**

#### Family Agreement

I am the parent or guardian of the below-named child(ren) and wish to receive Best Starts for Kids Child Care Subsidy assistance to be applied toward my child's tuition at the child care program named above. I understand that payment will be sent to the child care provider listed and that I am responsible for any tuition or fees not covered by the Best Starts for Kids Subsidy award.

Children and Provider

Children Names	Provider Name
Coffee, Decaf; Coffee, latte;	[REDACTED]

I have carefully read and agree to the terms and conditions as outlined in the Subsidy Authorization Agreement.

[Go Back](#) [Save](#)

After clicking on CONTINUE TO SIGNATURE, this is the page which appears.

The names of the child(ren) show as does the name of the child care provider.

Click on the box next to I HAVE CAREFULLY READ AND AGREE.... to access the signature field.

### Child Care Subsidy Payment Authorization

**A signed agreement will be available after both parties have signed.**

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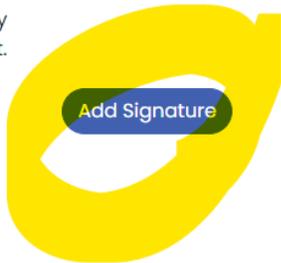
**Children Names**

**Provider Name**

Coffee, Decaf; Coffee, latte;

██████████

I have carefully read and agree to the terms and conditions as outlined in the Subsidy Authorization Agreement.



[Go Back](#) [Save](#)

Now that the box is checked, click on the blue bubble where it says ADD SIGNATURE.

Children and Provider Children Names

Other Signature Capture - Google Chrome

train.caseworthy.com/CaseWorthy/SignaturePad.aspx?DatabaseID=1377&DefaultRoleTitle=110&RowID=99999&EI...

## Signature Capture

Your Name ★

Role/Title ★

Parent/Guardian

Sign Here

Close Clear Save

The signature box appears on the screen. It functions the same as the signature box on the reauthorization application.

Type your name into the first empty cell.

The only option for the second empty cell is PARENT/GUARDIAN.

Then, using your mouse or touch screen, sign your name in the third empty field.

Select SAVE.

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A signed agreement will be available after both parties have signed.

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Children and Provider

Children Names	Provider Name
Coffee, Decaf; Coffee, latte;	[REDACTED]

I have carefully read and agree to the terms and conditions as outlined in the Subsidy Authorization Agreement.



Add Signature



Date 11/3/2024, 7:47:44 PM  
Name of Signatory Latte Coffee  
Signatory Role/Title Parent/Guardian

Go Back

Save

After selecting SAVE, the screen will look similar to this.

The date and time of your signature will be recorded.

Select SAVE in the lower right-hand corner to complete the signature function.

Home | My Payment Authorizations

Filter

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[REDACTED]	Coffee, Latte	Coffee, Decaf;	12/1/2024 - 5/31/2025	Yes	No	Pending Provider Signature	

You'll be taken back to this screen. Note that the information in the column "Signed by Family" has changed from NO to YES. The Subsidy Payment Agreement will now be available for the noted provider to sign.

Please remember, Subsidy Payment Agreements are not valid until signed by the family and provider and verified by the Best Starts Subsidy billing team.

Thank you.

If you have any questions, please reach out to the team of Family Access and Support Navigators at [support@bskchildcare.org](mailto:support@bskchildcare.org) or (206) 208-6865.