

How to View and Sign the Subsidy Payment Authorization Form

Provider Portal

 King County

Best Starts for

KIDS Child Care
SUBSIDY


brightspark
early learning services

When a Subsidy Payment Authorization form has been created for a child who will be attending your child care program, you will receive an email message similar to the one to the right.

Initially, the document will be 'read only'. Once the family has signed, the provider can then sign. This is the same as how Subsidy Payment Agreements were routed when using DocuSign.

The portal created by CaseWorthy replaces DocuSign for completing these agreements.



Welcome to the Best Starts for Kids Child Care Subsidy Provider Portal

Here provider's have access to payment authorizations and history. Use the Sign In option above to access it now.

Clicking on the link in the email you receive from CaseWorthy will take you to this page.

You can also log in directly using the url below.

The link to get here is:

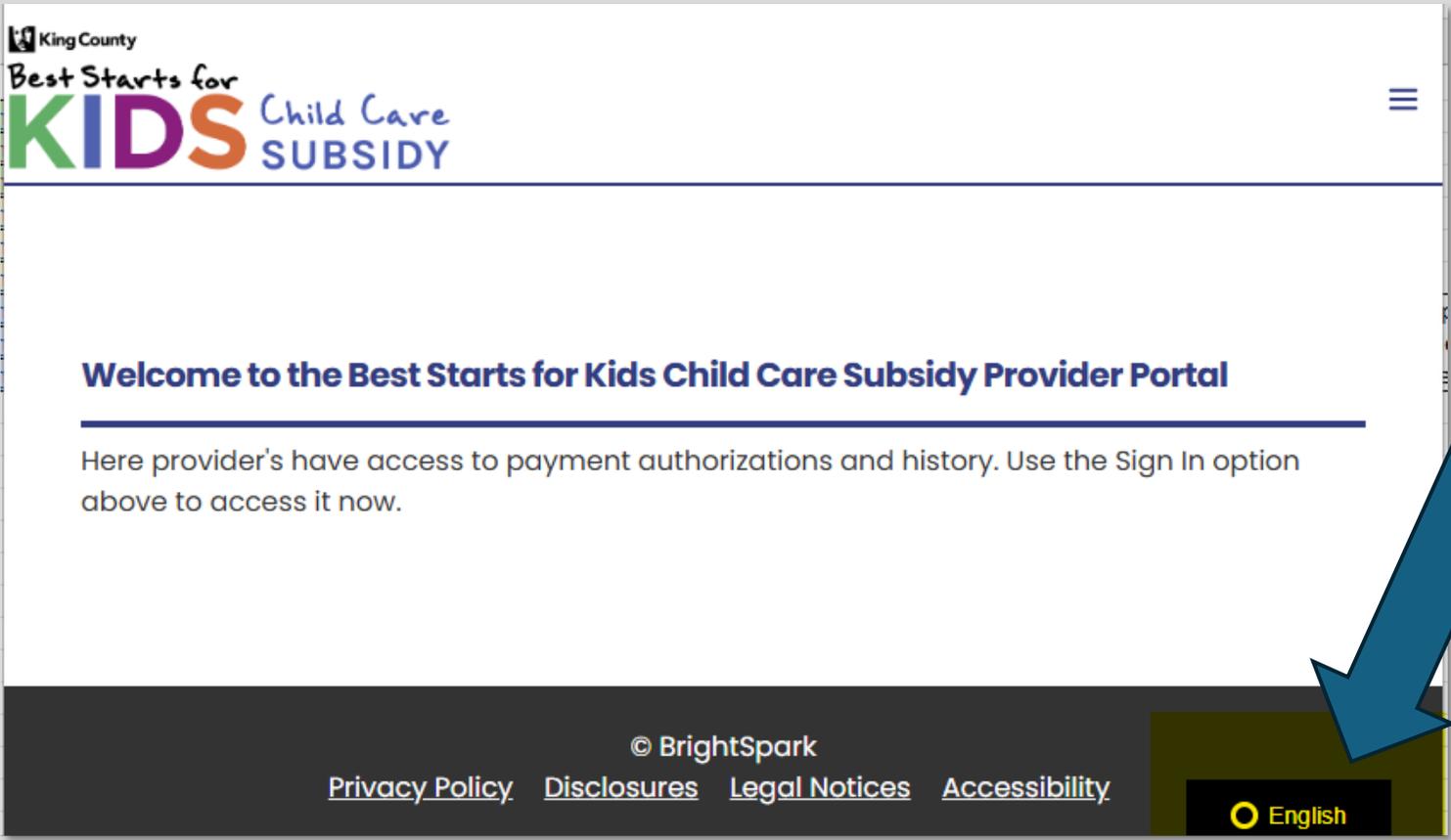
https://prod.caseworkhy.com/CCR_prod-CCRProviderPortalUnAuth.portalnew

King County
Best Starts for
KIDS Child Care
SUBSIDY

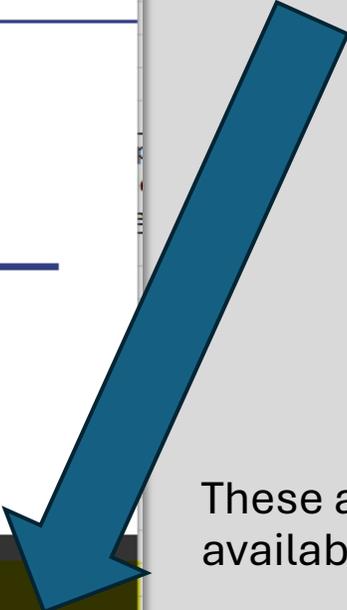
Welcome to the Best Starts for Kids Child Care Subsidy Provider Portal

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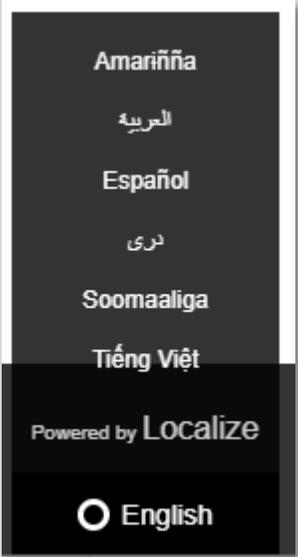
© BrightSpark
[Privacy Policy](#) [Disclosures](#) [Legal Notices](#) [Accessibility](#) English

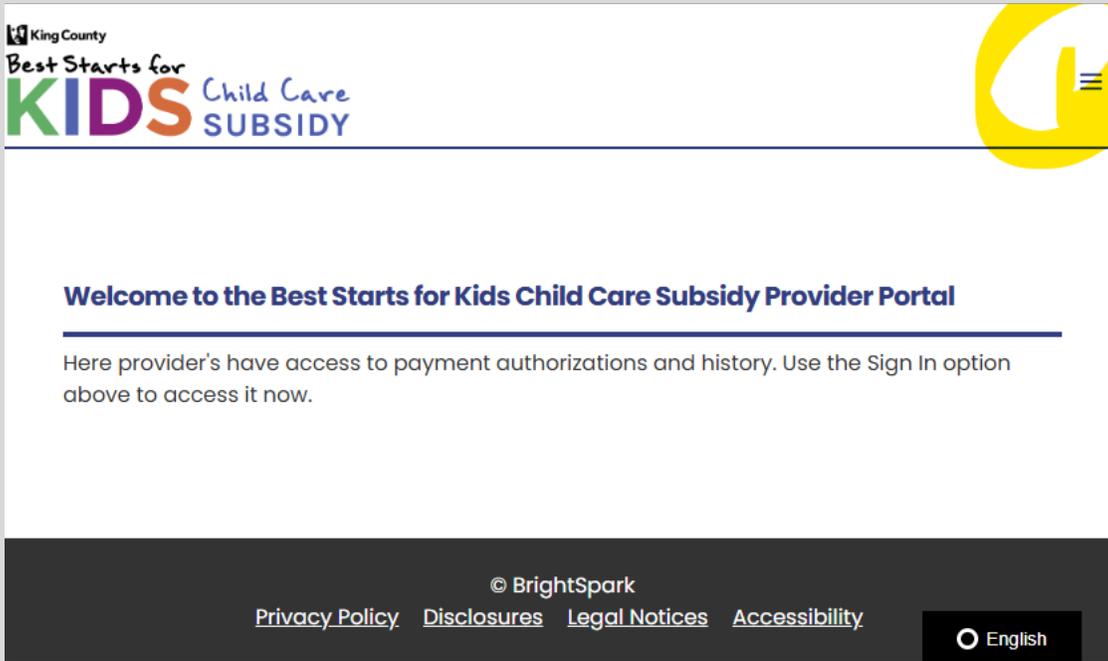


You can change the preferred language by clicking where it says ENGLISH in the lower right-hand corner

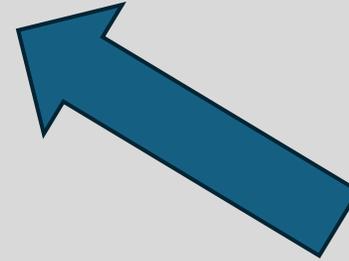


These are the available languages



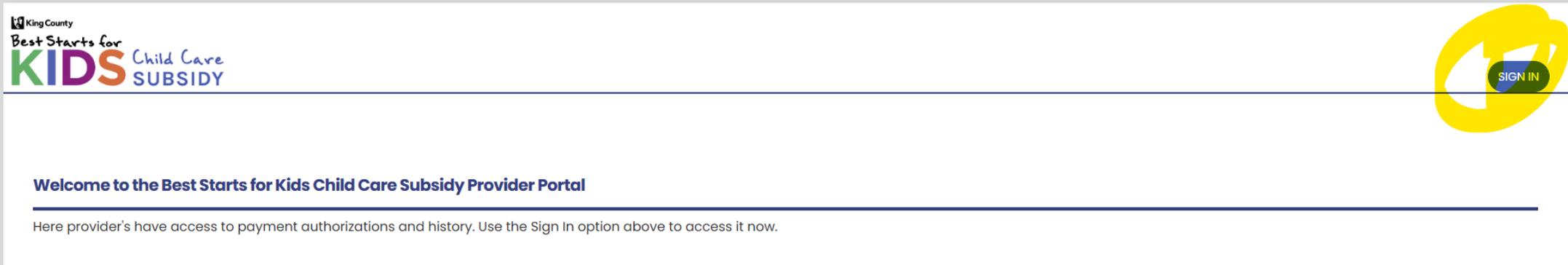


Sign-in



Your screen will look like one of these images depending on what device you are using

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



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

Your USERNAME is the email address on file for your child care program. If you have questions regarding which email address this is, please contact us at providers@bskchildcare.org or (206) 339-5570.

Upon request, we can add additional email addresses for multiple staff at a child care program.

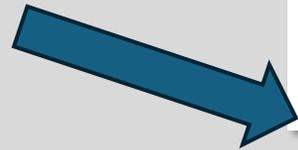
The screenshot shows the login page for the King County Best Starts for Kids Child Care Subsidy. At the top left is the logo with the text "King County Best Starts for KIDS Child Care SUBSIDY". At the top right is a "SIGN IN" button. The main heading is "Family & Provider Log-In". Below this, there is a notice: "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". Below the password field 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".

Setting Your Password

Select FORGOT PASSWORD to be taken to a page where you can set your password.

Please keep your password in a safe space. BrightSpark staff cannot see your saved password.

If you forget the password you created, you'll need to use FORGOT PASSWORD to re-set it.



King County
Best Starts for
KIDS Child Care
SUBSIDY

SIGN IN

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

Password

Log In

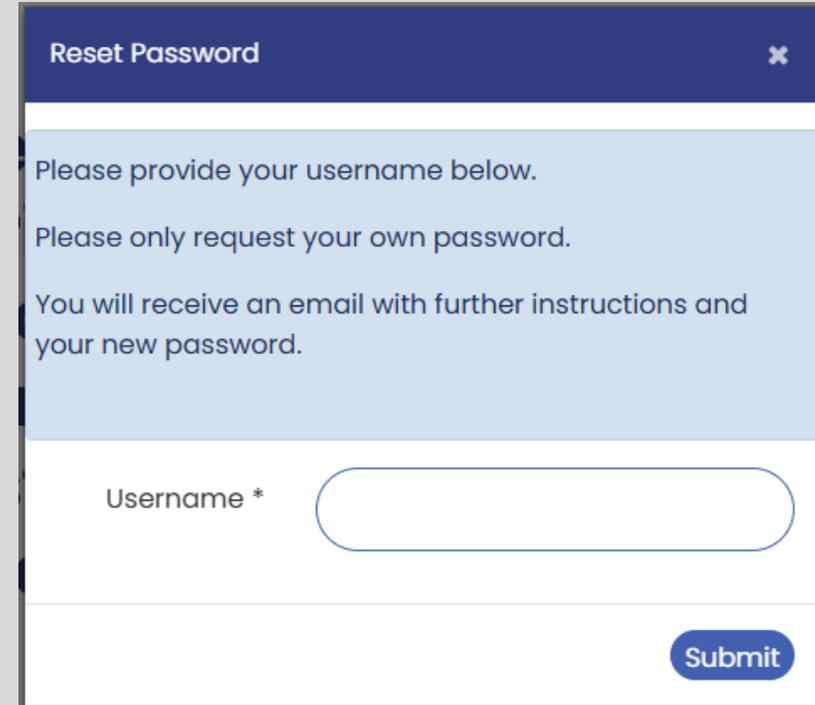
[Forgot Password ?](#) | [Need Help ?](#)

English

When you select FORGOT PASSWORD you'll be taken to a screen similar to this.

Please enter the email address associated with your child care program. Then select SUBMIT.

You'll then be asked to type in the password you wish to use for logging into the Provider Portal.



The screenshot shows a 'Reset Password' form with a dark blue header and a light blue background for the instructions. The instructions are: 'Please provide your username below.', 'Please only request your own password.', and 'You will receive an email with further instructions and your new password.' Below the instructions is a white input field labeled 'Username *' and a blue 'Submit' button.

Or, your password re-set screen may look like this.

Change Password ✕

Your temporary password must be set to a new password.
The Password must be between 6 and 20 characters long; include one capital letter, include one number and one special character. i.e. (!@#\$\$%^&*{ } \ \ /)

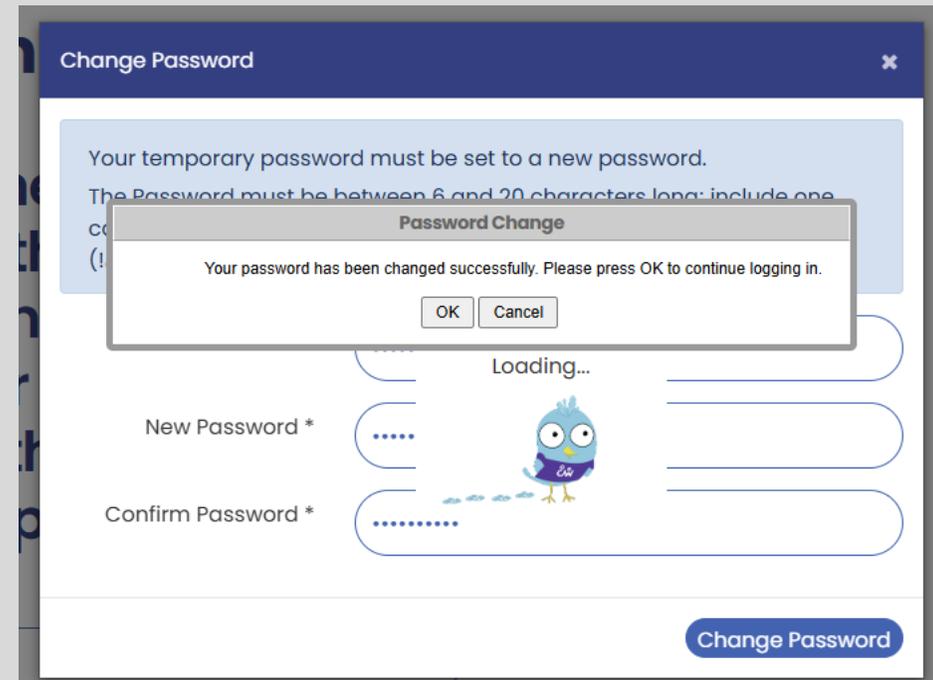
Password *

New Password *

Confirm Password *

[Change Password](#)

Click OK after receiving the password successfully reset message



Welcome, **PortalAppleUser PortalAppleUserLast**

Manage Login: A 4 Apple Learning Center |

[Home](#)

WELCOME TO THE BEST STARTS FOR KIDS CHILD CARE SUBSIDY PORTAL!

HERE, YOU'LL HAVE ACCESS TO MULTIPLE FORMS RELATED TO CHILD CARE SUBSIDIES.

SOME FUNCTIONS MAY CURRENTLY BE UNAVAILABLE.

[Agency Name](#)

[Address](#)

A 4 Apple Learning Center

323 23rd Avenue South, Seattle, WA 98144

Currently Pending Payment Authorizations (Please click on parent or child's name to open the Subsidy Payment Authorization).

Children Name(s)	Parent or Guardian Name	Time Frame	Status
Test, Cotton;	Test, CottonHOH	01/01/24 - 12/31/24	Pending Provider Signature

This screen image is from the testing version. It shows a fake family with both child and parent named Cotton Test.

The image above is what it would look like with just one Subsidy Payment Authorization form waiting for the provider's signature.

This is what it looks like with multiple Subsidy Payment Authorization forms awaiting provider action.

Note: Some have been signed by the family and others are waiting on family signature. This is found in the STATUS column.

Welcome, **PortalAppleUser PortalAppleUserLast**

Manage Login: A 4 Apple Learning Center

[Home](#)

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Agency Name

Address

A 4 Apple Learning Center

323 23rd Avenue South, Seattle, WA 98144

Currently Pending Payment Authorizations (Please click on parent or child's name to open the Subsidy Payment Authorization).

Children Name(s)	Parent or Guardian Name	Time Frame	Status
Test, Cotton;	Test, CottonHOH	01/01/24 - 12/31/24	Pending Provider Signature
Test, Cotton; Test, RussChild;	Test, CottonHOH	01/01/24 - 12/31/24	Pending Family Signature
Test, Cotton; Test, RussChild;	Test, CottonHOH	01/01/24 - 12/31/24	Pending Family Signature
Bamboo, Green Panda;	Bamboo, Giant	09/01/24 - 01/31/25	Pending Family Signature
[REDACTED]	[REDACTED]	10/01/24 - 12/31/24	Pending Family Signature
[REDACTED]	[REDACTED]	10/01/24 - 12/31/24	Pending Family Signature



Tasks

English

Tasks

 Review Payment Authorizations

 Attendance Log & Request for Payments

 Upload Files

Menu

 My Agency's Details

 Family Subsidies & Payment History

 My Agency's Contacts

 My Families

 Contact BrightSpark

 Program Rates

Scrolling down the page reveals this portion.

Most of these functions are not yet available. The ability to review, sign, and download completed Subsidy Payment Authorization forms is ready for use by providers and families.

Families have access through a separate portal, built specifically for families.

Subsidy Payment Authorization forms which are not yet complete are shown at the top of the page for easy reference.

The Subsidy Payment Authorization (SPA) forms are released to the family and provider portals at the same time. However, they must be signed by the family before they can be signed by the provider. Providers have 'read only' access until the family signs the SPA.

Both family and provider receive an email that a new SPA has been generated.

Providers will receive an additional email once the family has signed the authorization form. This is to notify the provider that they can now sign.

Those which have been completed by family and provider can be accessed through the REVIEW PAYMENT AUTHORIZATIONS blue button under TASKS further down the page.

Viewing a Subsidy Payment Authorization (SPA) form

-- Which has already been signed by the family

PROVIDER WILL BE ABLE TO SIGN THIS FORM.

Welcome, **PortalAppleUser PortalAppleUserLast**

Manage Login: A 4 Apple Learning Center |

[Home](#)

WELCOME TO THE BEST STARTS FOR KIDS CHILD CARE SUBSIDY PORTAL!

HERE, YOU'LL HAVE ACCESS TO MULTIPLE FORMS RELATED TO CHILD CARE SUBSIDIES.

SOME FUNCTIONS MAY CURRENTLY BE UNAVAILABLE.

Agency Name

Address

A 4 Apple Learning Center

323 23rd Avenue South, Seattle, WA 98144

Currently Pending Payment Authorizations (Please click on parent or child's name to open the Subsidy Payment Authorization).

Children Name(s)	Parent or Guardian Name	Time Frame	Status
Test, Cotton;	Test, CottonHOH	01/01/24 - 12/31/24	Pending Provider Signature



To view a Subsidy Payment Authorization **which has been signed by the family and is ready for provider signature**, click on the row with the child and parent/guardian names.

Currently Pending Payment Authorizations (Please click on parent or child's name to open the Subsidy Payment Authorization).

Children Name(s)	Parent or Guardian Name	Time Frame	Status
Ocean, Artic;	Ocean, Atlantic	09/01/24 - 11/30/24	Pending Family Signature
Coffee, Decaf;	Coffee, Latte	12/01/24 - 05/31/25	Pending Provider Signature
Coffee, Decaf; Coffee, latte;	Coffee, Latte	12/01/24 - 05/31/25	Pending Provider Signature
Coffee, Decaf; Coffee, latte;	Coffee, Latte	12/01/24 - 05/31/25	Pending Family Signature
[REDACTED]	[REDACTED]	12/01/24 - 05/31/25	Pending Family Signature
[REDACTED]	[REDACTED]	10/01/24 - 05/31/25	Pending Family Signature

Tasks

[Review Payment Authorizations](#) [Attendance Log & Request for Payments](#) [Upload Files](#)

Another example with both Subsidy Payment Authorizations pending family and pending provider signature. Click into the row of the child's SPA you wish to view and sign (the row must say PENDING PROVIDER SIGNATURE).

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

Parent/Guardian Name

Signed By Provider

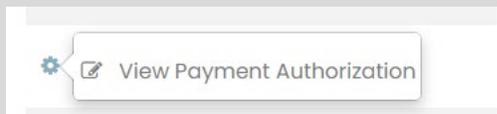
Search

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



This screen will appear. Click on the gear icon on the row you wish to view and sign.

You'll see



Click on VIEW PAYMENT AUTHORIZATION box.

View Payment Authorization x

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](#)

Filters

Child Name	Birth Date
<input checked="" type="checkbox"/> Coffee, Decaf	<input type="text" value=""/>

What is the published (or usual) tuition rate, if this child were to attend for the listed amounts of care?
Your tuition amount will only be a factor in determining the subsidy amount for school-age children attending center-based programs. For school-age children at center-based programs, the amount of subsidy to be paid is the lesser of the approved subsidy and the tuition for that child's amount of care. For all other children, the amount of subsidy to be paid is not influenced by the tuition amount charged by your program.

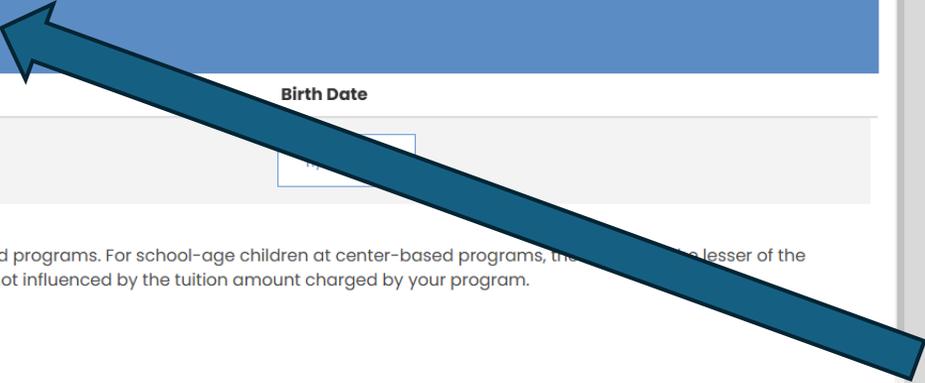
Part Time Monthly Tuition (0-19 hours per week) *	<input type="text" value="0.00"/>
Full Time Monthly Tuition (20-50 hours of care per week) *	<input type="text" value="0.00"/>
Extended Monthly Tuition (more than 50 hours per week) *	<input type="text" value="0.00"/>

<input checked="" type="checkbox"/> Coffee, Decaf	<input type="text" value="11/01/2023"/>
---	---

This will open up next.

Note: The child's name and DOB show.

Click on **DOWNLOAD PAYMENT AUTHORIZATION** to view the agreement.



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 or (206) 208-6865.

SECTION 2: Provider Information

Name of Child Care Provider/Program Name [REDACTED]	
Provider ID (MERIT) [REDACTED]	Provider CW ID 43904
Program Street Address (including city and zip code) [REDACTED]	
Address to send payment to, if different	
Primary Contact	
Phone Number [REDACTED]	Email Address [REDACTED]
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 will automatically pop up, or you may need to open it from the image that appears in the upper right hand corner of your screen.

This depends on which device you are using to access the portal.

You'll see that this copy is for a fake child with the name Decaf Coffee.

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
12/1/2024	12/31/2024	Toddler	Full Time	Family Child Care	1568.00	
1/1/2025	1/31/2025	Toddler	Full Time	Family Child Care	1568.00	
2/1/2025	2/28/2025	Toddler	Full Time	Family Child Care	1568.00	
3/1/2025	3/31/2025	Toddler	Full Time	Family Child Care	1568.00	
4/1/2025	3/31/2025	Toddler	Full Time	Family Child Care	1568.00	

The next page, shows the months the subsidy is authorized for, the amount of the subsidy, the child's age category, and the approved amount of care (part-time, full-time, or extended care).

SECTION 9: Authorization Signatures

Family Agreement

I am the parent or guardian of the above-named child 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 above and that I am responsible for any tuition or fees not covered by the Best Starts for Kids Subsidy award.

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

me _____ 10/30/2024 _____
Parent/Guardian Printed Name Date

 _____
Parent/Guardian Signature

Provider Agreement

I am currently authorized to enroll children. I have registered the above-named child in my program and agree to accept payment from the Best Starts for Kids Subsidy. If requested, I acknowledge that I will need to provide proof of the services for which I request payment in the form of attendance records. I understand the maximum amount of payments may change depending on attendance and enrollment.

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

 _____  _____
Program Name MERIT Provider ID

_____ _____
Provider/ Primary Contact Name, Printed Date

Provider Signature

Page 8 is where family and provider signatures will be visible.

- **Signatures are not added on this page.**
- **Signatures are added on the portal page.**

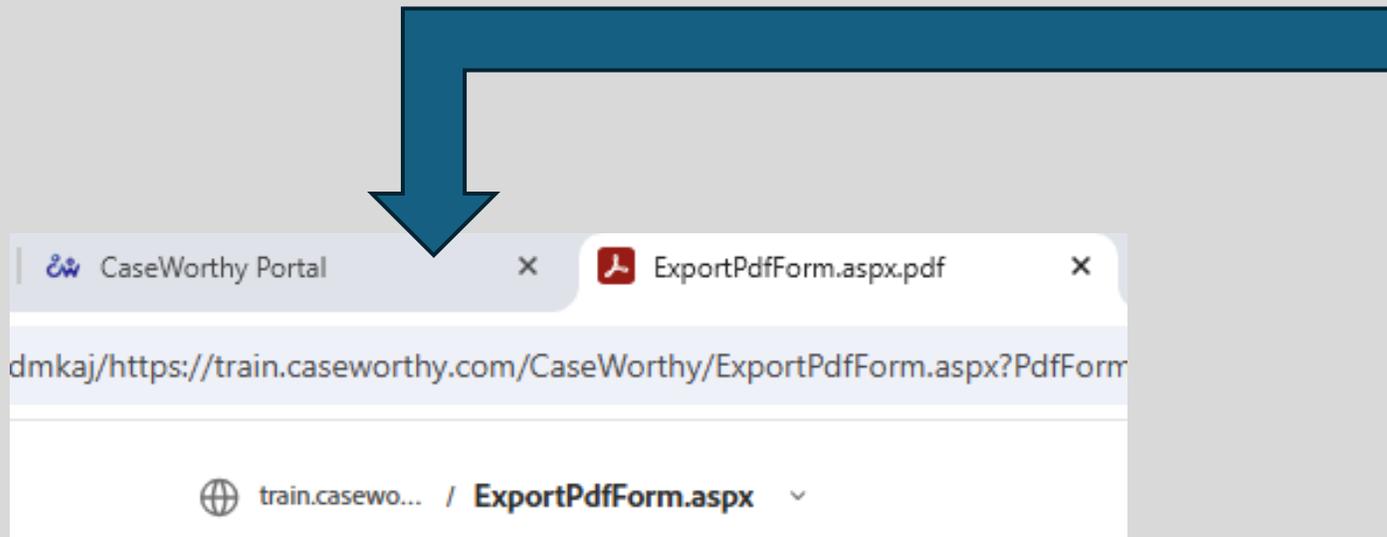
In this image, the agreement has been signed by a parent/guardian named ME on October 30.

The provider name and MERIT ID number will be auto filled. They are redacted here.

Return to the portal to add the provider signature.

When using a smart phone, I closed the pdf file to return to the provider portal.

On my laptop, I selected the tab labeled “CaseWorthy”.



View Payment Authorization

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"/> Test, Cotton	02/14/2012

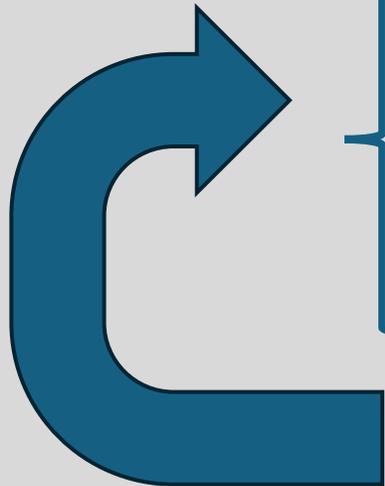
What is the published (or usual) tuition rate, if this child were to attend for the listed amounts of care?
Your tuition amount will only be a factor in determining the subsidy amount for school-age children attending center-based programs. For school-age children at center-based programs, the subsidy is the lesser of the approved subsidy and the tuition for that child's amount of care. For all other children, the amount of subsidy to be paid is not influenced by the tuition amount charged by your program.

Part Time Monthly Tuition (0-19 hours per week) *

Full Time Monthly Tuition (20-50 hours of care per week) *

Extended Monthly Tuition (more than 50 hours per week) *

[← Back](#)



That returns us to this page. Please fill in the published tuition amount which would be charged to this child for the listed amounts of care.

View Payment Authorization

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**

Test, Cotton 02/14/2012

What is the published (or usual) tuition rate, if this child were to attend for the listed amounts of care?
 Your tuition amount will only be a factor in determining the subsidy amount for school-age children attending center-based programs. For school-age children at center-based programs, the subsidy is the lesser of the approved subsidy and the tuition for that child's amount of care. For all other children, the amount of subsidy to be paid is not influenced by the tuition amount charged by your program.

Part Time Monthly Tuition (0-19 hours per week) *	0.00
Full Time Monthly Tuition (20-50 hours of care per week) *	0.00
Extended Monthly Tuition (more than 50 hours per week) *	0.00

[← Back](#)

Providers are required to note what their published tuition is for the named child, for all three amount us use categories (part-time, full-time, and extended care).

Tuition information is **ONLY USED** to determine the subsidy amount for school-age children attending center-based child care programs. For these children, the amount of subsidy to be paid is the lesser of the provider's published tuition amount and the maximum subsidy award for that child.

Child Name

Test, Cotton

What is the published (or usual) tuition rate, if this child were to attend for the listed amounts of care?
Your tuition amount will only be a factor in determining the subsidy amount for school-age children attending center-approved subsidy and the tuition for that child's amount of care. For all other children, the amount of subsidy to be paid is the amount of tuition.

Part Time Monthly Tuition (0-19 hours per week) *

Full Time Monthly Tuition (20-50 hours of care per week) *

Extended Monthly Tuition (more than 50 hours per week) *

English

Tuition amounts listed for all children attending FCC (family child care) programs is for Best Starts Subsidy program information only. It is not used to set the child's subsidy award amount.

Tuition amounts listed by providers for infants, toddlers, and preschoolers attending center-based programs is also for Best Starts Subsidy information only. It is not used to set the child's subsidy award amount.

The tuition information given by the provider is taken into consideration when determining the subsidy amount to be paid for school-age children attending center-based programs. The lesser of the tuition amount and the child's maximum award will be the amount of subsidy to be paid.

View Payment Authorization

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

What is the published (or usual) tuition rate, if this child were to attend for the listed amounts of care?
Your tuition amount will only be a factor in determining the subsidy amount for school-age children attending center-based programs. For school-age children at center-based programs, the subsidy is the lesser of the approved subsidy and the tuition for that child's amount of care. For all other children, the amount of subsidy to be paid is not influenced by the tuition amount charged by your program.

Part Time Monthly Tuition (0-19 hours per week) *

Full Time Monthly Tuition (20-50 hours of care per week) *

Extended Monthly Tuition (more than 50 hours per week) *

<input checked="" type="checkbox"/> Coffee, Decaf	11/01/2023
---	------------

English

After filling in the tuition amounts, please click on the button next to the text: “I have carefully read and agree...” (It is marked in yellow here.)



Coffee, Decaf

11/01/2023

What is the published (or usual) tuition rate, if this child were to attend for the listed amounts of care?

Your tuition amount will only be a factor in determining the subsidy amount for school-age children attending center-based programs. For school-age children at center-based programs, the subsidy is the lesser of the approved subsidy and the tuition for that child's amount of care. For all other children, the amount of subsidy to be paid is not influenced by the tuition amount charged by your program.

Part Time Monthly Tuition (0-19 hours per week) *

0.00

Full Time Monthly Tuition (20-50 hours of care per week) *

0.00

Extended Monthly Tuition (more than 50 hours per week) *

0.00

← Back

→ Continue to

English

You may need to scroll down the page to see where it says, CONTINUE TO SIGNATURE.



Entries for any listed children can be checked (to access signature), or unchecked (signature functionality will not appear). The checkmark option is to the left of the child's name.

Child Care Subsidy Payment Authorization

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

Children and Provider

Children Names

Coffee, Decaf;

Provider Name

[REDACTED]

Signed By

me

Signed Date

10/30/2024

Provider Agreement

I am currently authorized to enroll children. I have registered the below-named child in my program and agree to accept payment from the Best Starts for Kids Subsidy. If requested, I acknowledge that I will need to provide proof of the services for which I request payment in the form of attendance records. I understand the maximum amount of payments may change depending on attendance and enrollment.

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

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

After clicking on CONTINUE TO SIGNATURE, this page appears.

The family signature will show, noting who signed it (here it says, “me”. In reality, the adult signing the form will write in their name. The date signed also shows.

Now it is the provider’s turn to sign. Click on the box next to “I have carefully read and agree...”

Children and Provider

Children Names

Coffee, Decaf;

Signed By

me

Other Signature Capture - Google Chrome

train.caseworthy.com/CaseWorthy/SignaturePad.aspx?DatabaseID=1377&DefaultRoleTitle=21&RowID=99999&Ele...

Signature Capture

Your Name ★

Role/Title ★

Provider

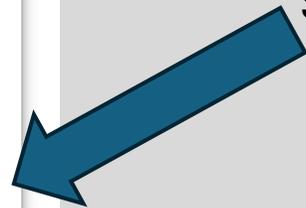
Sign Here

Close Clear Save

The signature box opens up after clicking on ADD SIGNATURE.

- Type your name into the first empty field.
- The only option for the second field is “Provider”.
- Using a mouse or touch sensitive screen, sign into the third field.

Select SAVE when you are done.



Child Care Subsidy Payment Authorization

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

Children and Provider

Children Names	Provider Name
Coffee, Decaf;	[REDACTED]

Signed By

me

Signed Date

10/30/2024

Provider Agreement

I am currently authorized to enroll children. I have registered the below-named child in my program and agree to accept payment from the Best Starts for Kids Subsidy. If requested, I acknowledge that I will need to provide proof of the services for which I request payment in the form of attendance records. I understand the maximum amount of payments may change depending on attendance and enrollment.

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



Add Signature

Go Back

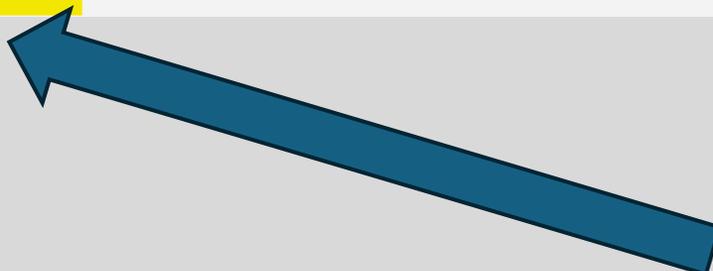
Save



After selecting SAVE on the signature field, you'll be back to this screen.

Select SAVE in the lower right-hand corner.

Parent/Guardian Name		Signed By Provider			
PARENT/GUARDIAN NAME	CHILDREN NAME(S)	DOCUMENT STATUS	DATE RANGE	SIGNED BY PROVIDER	DOWNLOAD PDF
Coffee, Latte	Coffee, Decaf;	Signatures Complete, Pending Review	12/1/2024 - 5/31/2025	Yes	



This next page will look familiar.

Please check to verify that the provider signature portion was completed. It will say, “SIGNATURES COMPLETE, PENDING REVIEW”.

After the billing team has reviewed the signed Subsidy Payment Authorization, the status will change to COMPLETED.

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

Parent/Guardian Name

Signed By Provider

Search

PARENT/GUARDIAN NAME	CHILDREN NAME(S)	DOCUMENT STATUS	DATE RANGE	SIGNED BY PROVIDER	DOWNLOAD PDF
 Test, CottonHOH	Test, Cotton;	Signatures Complete, Pending Review	1/1/2024 - 12/31/2024	Yes	
Test, CottonHOH	Test, Cotton;	Completed	1/1/2024 - 10/31/2024	Yes	Download PDF

This screen shows 2 authorization forms signed by both family and provider.

- The first is pending review by the Best Starts Subsidy billing team. It can be viewed by clicking on the gear icon on that row.
- The second has been reviewed and approved by the billing team. To view, click on DOWNLOAD PDF.

King County
Best Starts for
KIDS Child Care
SUBSIDY

Welcome PortalAppleUser PortalAppleUser last

Adobe Acrobat: PDF edit, convert, sign tools chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://train.caseworthy.com/CaseWorthy/ImageDisplay.

All tools Edit Convert E-Sign ImageDis...ay.aspx Share AI Assistant

Best Starts for Kids
Child Care Subsidy Payment Authorization

SECTION 1: Child and Family Information

Parent #1 Name (Last, First) Test, CottonHOH	Parent #2 Name (Last, First)
Child's Name (Last, First) Test, Cotton	Child's Date of Birth 02/14/2012
Child's BSK Subsidy ID	Child's CW ID 25422
Family BSK Subsidy ID	
Approved Subsidy Amount*: Family Child Care (FCC): \$ 986.0000	Center-based Care: \$ 1240.0000
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 or (206) 208-6865.

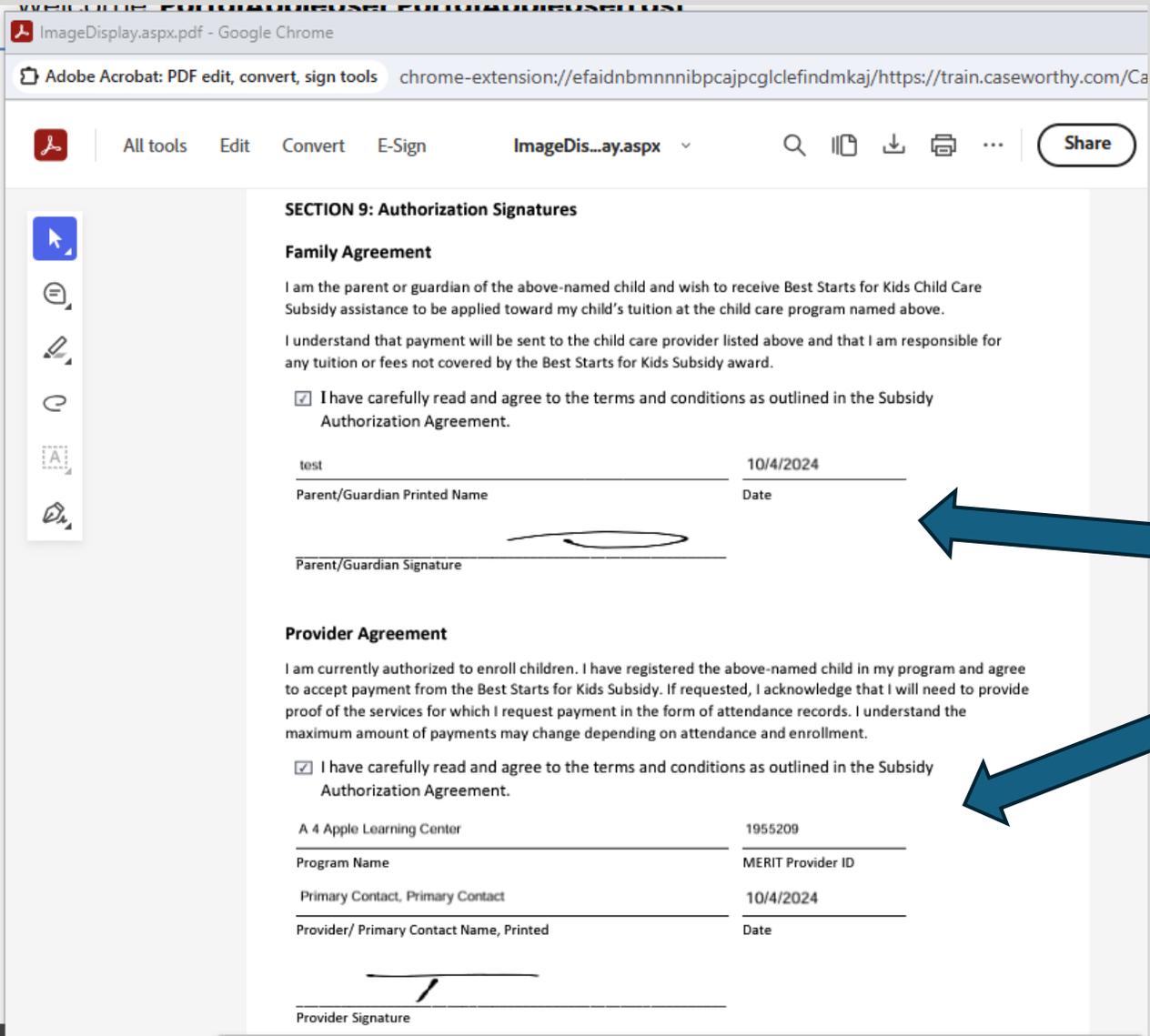
SECTION 2: Provider Information

Name of Child Care Provider/Program Name A 4 Apple Learning Center	
Provider ID (MERIT) 1955209	Provider CW ID 1045183
Program Street Address (including city and zip code) 323 23rd Avenue South Seattle 98144	
Address to send payment	

Clicking on DOWNLOAD PDF brings you to this page.

The icons for downloading a copy and printing have been highlighted in yellow on this image.

Scrolling to the signatures page will show the family and provider signatures added in the respective portal spaces.



Scrolling to the signatures page will show the family and provider signatures which had been added in the respective portal spaces.

Viewing a Subsidy Payment Authorization (SPA) form

-- Which has not yet been signed by the family

PROVIDERS ARE UNABLE TO SIGN THE FORM UNTIL THE FAMILY HAS SIGNED FIRST.

Providers may view the SPA as a 'read only' document.

Welcome, **PortalAppleUser PortalAppleUserLast**

Manage Login: A 4 Apple Learning Center

Test, Cotton; Test, RussChild;	Test, CottonHOH	01/01/24 - 12/31/24	Pending Family Signature
Test, Cotton; Test, RussChild;	Test, CottonHOH	01/01/24 - 12/31/24	Pending Family Signature
Bamboo, Green Panda;	Bamboo, Giant	09/01/24 - 01/31/25	Pending Family Signature

To view a Subsidy Payment Authorization **which has not yet been signed by the family** click on that child/family row

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.

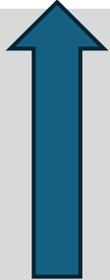
Document Status

Parent/Guardian Name

Signed By Provider

Search

PARENT/GUARDIAN NAME	CHILDREN NAME(S)	DOCUMENT STATUS	DATE RANGE	SIGNED BY PROVIDER	DOWNLOAD PDF
 Test, BSK	Test, BSK Child;	Pending Family Signature	1/1/2025 - 5/31/2025	No	



Click on the gear icon to the left of the parent/guardian's name. Then on, VIEW PAYMENT AUTHORIZATION.

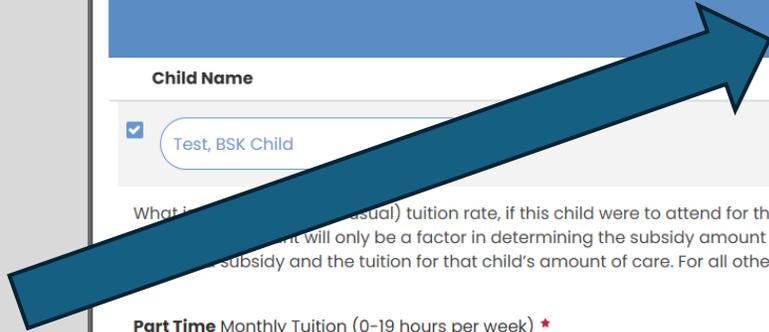


PARENT/GUARDIAN NAME	CHILDREN NAME(S)	DOCUMENT STATUS
 View Payment Authorization	Test, BSK Child;	Pending Family

This screen will appear next.

The name of the child will show, and the child's DOB.

Click on the **DOWNLOAD PAYMENT AUTHORIZATION** blue bubble.



View Payment Authorization ✕

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

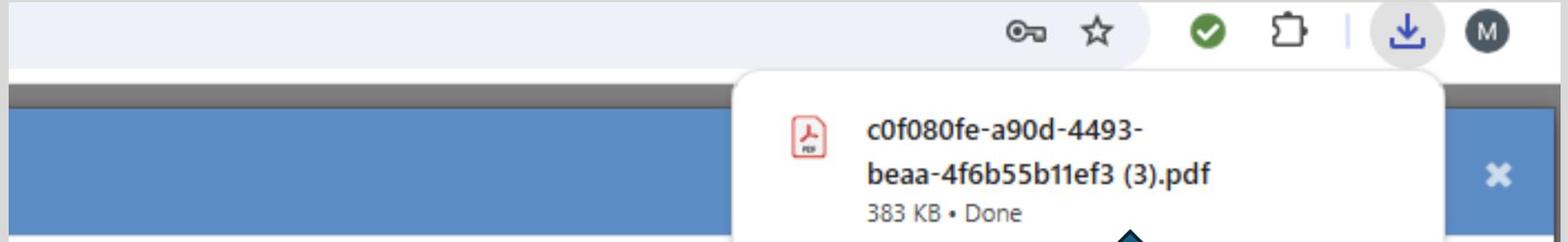
Child Name	Birth Date
<input checked="" type="checkbox"/> Test, BSK Child	11/07/2023

What is the (usual) tuition rate, if this child were to attend for the listed amounts of care?
Tuition amount will only be a factor in determining the subsidy amount for school-age children attending center-based programs. For school-age children at center-based programs, the subsidy is the lesser of the subsidy and the tuition for that child's amount of care. For all other children, the amount of subsidy to be paid is not influenced by the tuition amount charged by your program.

Part Time Monthly Tuition (0-19 hours per week) *	0.00
Full Time Monthly Tuition (20-50 hours of care per week) *	0.00
Extended Monthly Tuition (more than 50 hours per week) *	0.00

[← Back](#)

English



The download appeared in the upper right hand corner of my screen. To open, I clicked on the file name.

Best Starts for Kids Child Care Subsidy Payment Authorization



SECTION 1: Child and Family Information

Parent #1 Name (Last, First) Test, BSK		Parent #2 Name (Last, First)	
Child's Name (Last, First) Test, BSK Child		Child's Date of Birth 11/07/2023	
Child's BSK Subsidy ID BSKClientID1046635		Child's CW ID	
Family BSK Subsidy ID BSKFamilyID1046635			
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 or (206) 208-6865.

SECTION 2: Provider Information

Name of Child Care Provider/Program Name A 4 Apple Learning Center	
Provider ID (MERIT) [REDACTED]	Provider CW ID 1045183
Program Street Address (including city and zip code) [REDACTED] Seattle 98144	
Address to send payment to, if different A good Test Billing Adr Fake 12345	
Primary Contact Primary Contact, Primary Contact	
Phone Number	Email Address PrimaryContact@Test.com
Best Contact for Billing Test, Billing	
Billing Contact Phone Number if Different 222-222-2222	Billing Contact Email if Different BillingContact@test.com

The Subsidy Payment Authorization form opens.

The child and provider information will be filled in. (This is a test document for a fake child, so the subsidy amounts show as \$0.)

Scrolling through the document will show months of authorized care, subsidy amounts, and amount of approved care (part-time, full-time, or extended care).

FROM Date	TO Date	Child's Age Category	Amount of Care	Provider Type	Award Amount	Notes
1/1/2025	1/31/2025	Toddler	Full Time	Center	2193.00	
2/1/2025	2/28/2025	Toddler	Full Time	Center	2193.00	
3/1/2025	3/31/2025	Toddler	Full Time	Center	2193.00	
4/1/2025	4/30/2025	Toddler	Full Time	Center	2193.00	
5/1/2025	4/30/2025	Toddler	Full Time	Center	2193.00	

Terms and conditions of the agreement are also included in the SPA form.

SECTION 9: Authorization Signatures

Family Agreement

I am the parent or guardian of the above-named child 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 above and that I am responsible for any tuition or fees not covered by the Best Starts for Kids Subsidy award.

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

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

Provider Agreement

I am currently authorized to enroll children. I have registered the above-named child in my program and agree to accept payment from the Best Starts for Kids Subsidy. If requested, I acknowledge that I will need to provide proof of the services for which I request payment in the form of attendance records. I understand the maximum amount of payments may change depending on attendance and enrollment.

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

A 4 Apple Learning Center

Program Name

1955209

MERIT Provider ID

Provider/ Primary Contact Name, Printed

Date

Provider Signature

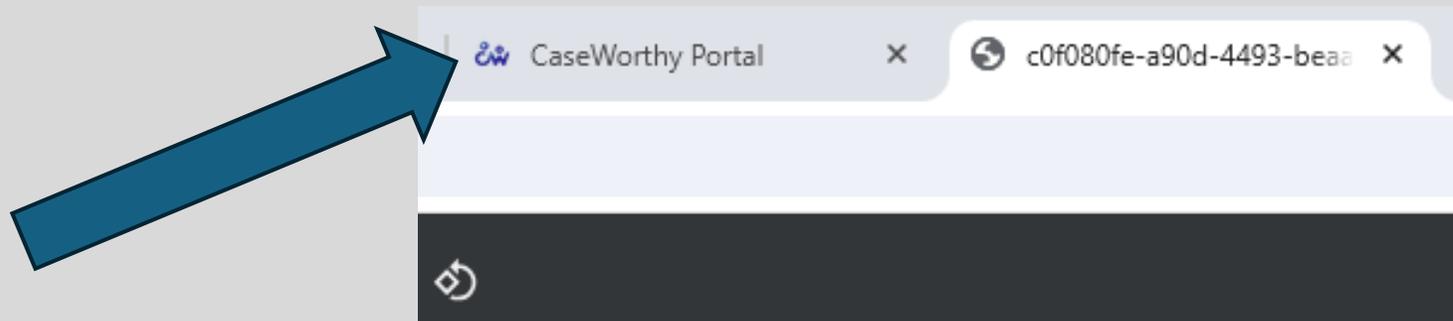
Signatures, by family and provider are not completed on the pdf form.

Instead, families and providers return to their portal spaces to sign the agreement.

Once the family and provider have signed the form within the portal, these signatures will be viewable on the pdf. Families and providers both have access to view and download a copy of the completed Subsidy Payment Authorization form.

Return to the provider portal

On my laptop, this was simply clicking on the CaseWorthy tab. On a smart phone, I closed the pdf and it reverted to the portal.



If you were to try to sign the Subsidy Payment Authorization, you'd see the following message. The family must sign before the provider can sign the authorization form.

View Payment Authorization ✕

Child Care Subsidy Payment Authorization

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

Children and Provider

Children Names	Provider Name
Bamboo, Green Panda;	A 4 Apple Learning Center

Provider Agreement

I am currently authorized to enroll children. I have registered the below-named child in my program and agree to accept payment from the Best Starts for Kids Subsidy. If requested, I acknowledge that I will need to provide proof of the services for which I request payment in the form of attendance records. I understand the maximum amount of payments may change depending on attendance and enrollment.

✕ Providers cannot sign until the family has reviewed and signed the authorization. You may download an unsigned authorization from the previous form, however.

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

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

Viewing a Subsidy Payment Authorization (SPA) form

-- No unsigned authorization forms

Previously signed Subsidy Payment Authorization forms can be viewed and downloaded.

If there are no incomplete subsidy authorization forms, the provider page will look like this.

Welcome, **BelleuveSD Ardmore** Manage Login: Bellevue SD/Ardmore

[Home](#)

WELCOME TO THE BEST STARTS FOR KIDS CHILD CARE SUBSIDY PORTAL!

HERE, YOU'LL HAVE ACCESS TO MULTIPLE FORMS RELATED TO CHILD CARE SUBSIDIES.

SOME FUNCTIONS MAY CURRENTLY BE UNAVAILABLE.

Agency Name	Address
Bellevue SD/Ardmore	740 East 3900 North 89, Salt Lake City, WA 84107

Tasks

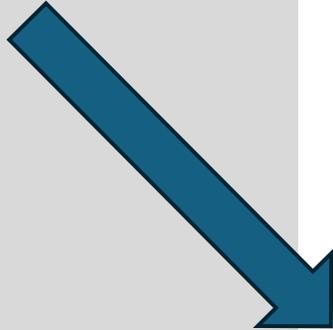
- Review Payment Authorizations
- Attendance Log & Request for Payments
- Upload Files

Menu

- My Agency's Details
- Family Subsidies & Payment History
- My Agency's Contacts
- My Families
- Contact BrightSpark
- Program Rates

English

Click on
REVIEW PAYMENT
AUTHORIZATIONS
to view completed
forms.



Welcome, **BelleuveSD Ardmore** Manage Login: Bellevue SD/Ardmore

[Home](#)

WELCOME TO THE BEST STARTS FOR KIDS CHILD CARE SUBSIDY PORTAL!
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SOME FUNCTIONS MAY CURRENTLY BE UNAVAILABLE.

Agency Name	Address
Bellevue SD/Ardmore	740 East 3900 North 89, Salt Lake City, WA 84107

Tasks

-  **Review Payment Authorizations**
-  Attendance Log & Request for Payments
-  Upload Files

Menu

-  My Agency's Details
-  Family Subsidies & Payment History
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 English

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Document Status

Parent/Guardian Name

Signed By Provider

Search

PARENT/GUARDIAN NAME	CHILDREN NAME(S)	DOCUMENT STATUS	DATE RANGE	SIGNED BY PROVIDER	DOWNLOAD PDF
 Test, CottonHOH	Test, Cotton;	Signatures Complete, Pending Review	1/1/2024 - 12/31/2024	Yes	
Test, CottonHOH	Test, Cotton;	Completed	1/1/2024 - 10/31/2024	Yes	Download PDF

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King County
Best Starts for
KIDS Child Care
SUBSIDY

Welcome PortalAppleUser PortalAppleUser last

Adobe Acrobat: PDF edit, convert, sign tools chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://train.caseworthy.com/CaseWorthy/ImageDisplay.

All tools Edit Convert E-Sign ImageDis...ay.aspx Share AI Assistant

Best Starts for Kids Child Care Subsidy Payment Authorization

SECTION 1: Child and Family Information

Parent #1 Name (Last, First) Test, CottonHOH	Parent #2 Name (Last, First)
Child's Name (Last, First) Test, Cotton	Child's Date of Birth 02/14/2012
Child's BSK Subsidy ID	Child's CW ID 25422
Family BSK Subsidy ID	
Approved Subsidy Amount*: Family Child Care (FCC): \$ 986.0000	Center-based Care: \$ 1240.0000
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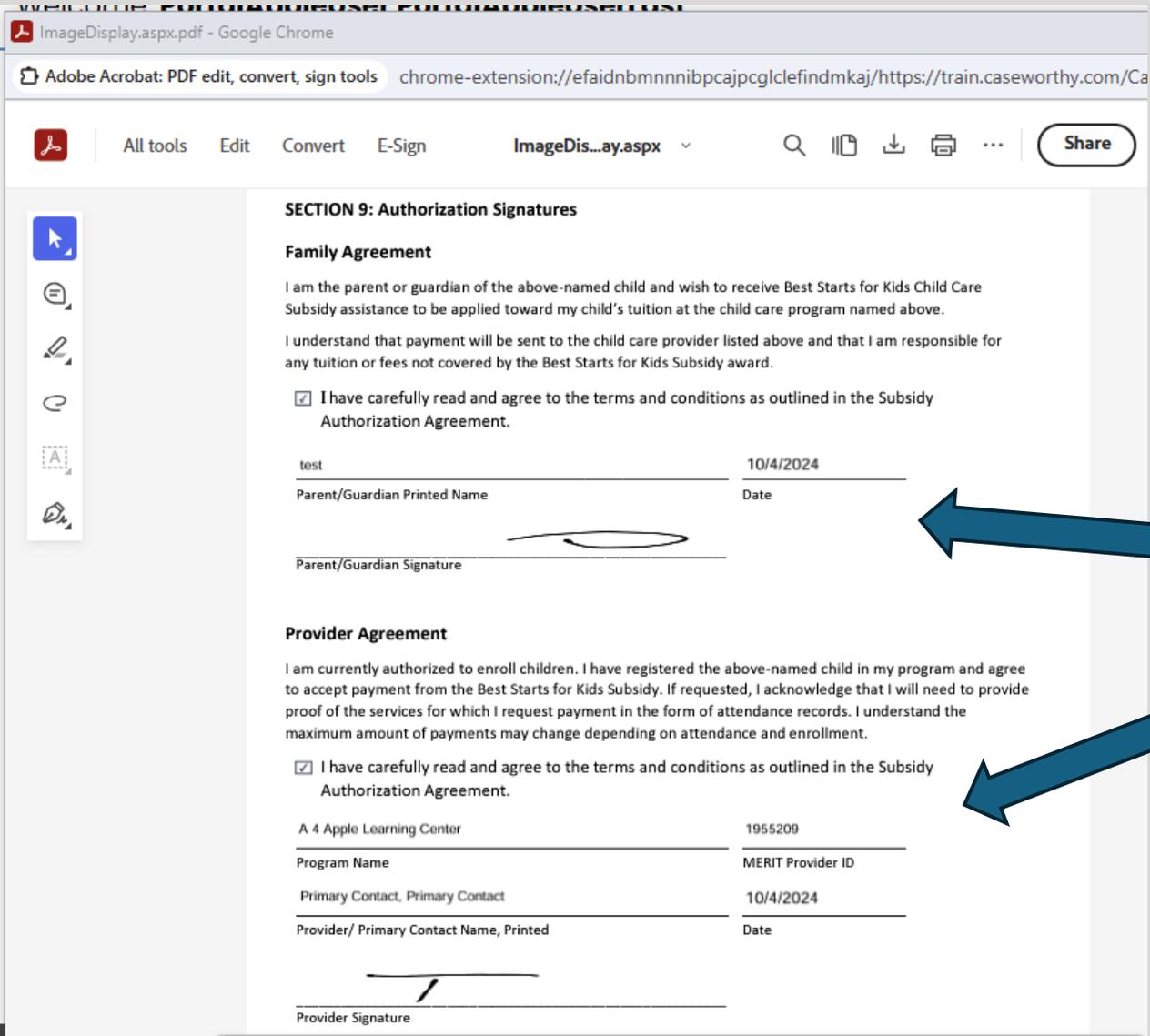
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Name of Child Care Provider/Program Name A 4 Apple Learning Center	
Provider ID (MERIT) 1955209	Provider CW ID 1045183
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Address to send payment	

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Scrolling to the signatures page will show the family and provider signatures added in the respective portal spaces.



Scrolling to the signatures page will show the family and provider signatures which had been added in the respective portal spaces.

Thank you. We are excited to have this opportunity to share the provider portal and how to access Subsidy Payment Authorizations with you.

- Please contact us if you have any questions or wish to add additional staff members to your program's portal. We can be reached at providers@bskchildcare.org and (206) 339-5570.
- Please note, if a staff member at your child care program has a CaseWorthy family portal access with Best Starts Subsidy, they will need to use a different email address for their CaseWorthy provider portal access.