

Families:

How to Sign a Subsidy Payment Authorization (SPA) form in BridgeCare

This guide shows how to sign a Subsidy Payment Authorization (SPA) form in the BridgeCare Family Portal. Follow the steps to complete and submit the form.

SPA Form Signing Process

1. The family receives an email notification when a new Subsidy Payment Authorization (SPA) form is ready to sign.
2. The family logs into the BridgeCare Family Portal.
3. After logging in, the portal will display a notification if there is a document that needs review (in the upper right corner).
4. The family opens the SPA form from the portal. The form should be read carefully.
5. The parent or guardian signs the form in the "Parent/Guardian Signature" section at the bottom.
6. The family submits the signed form through the portal.
7. Once the family signs and submits the form, the provider receives an email letting them know it's their turn to sign.
8. After both the family and the provider have signed, a confirmation email is sent to both parties.

Note: The SPA form must be signed by both the family and the provider within 30 days of the form's release or it will expire.

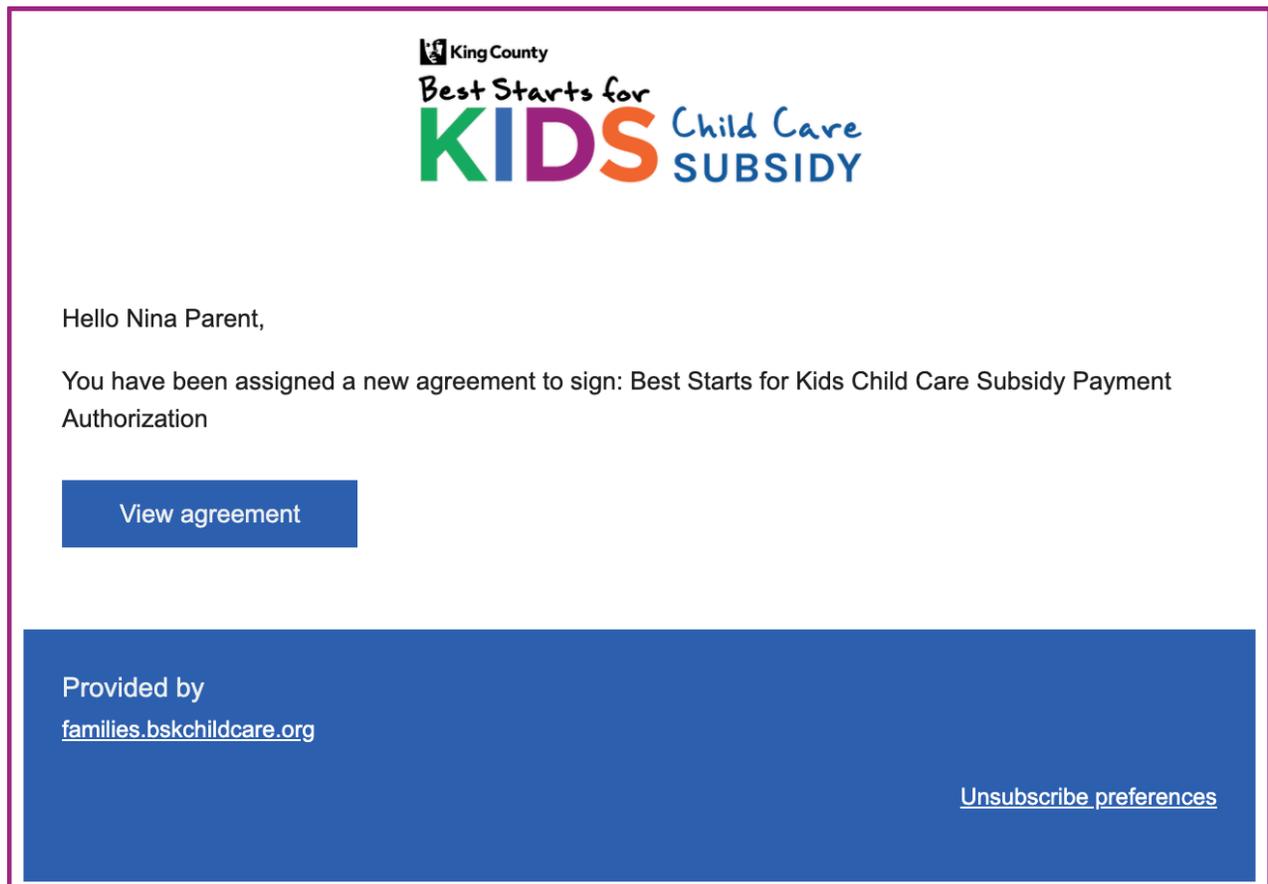


Our mission is to nurture and sustain child-centered, antiracist early learning communities.



Email Notification

Families will receive an email notification when a new Subsidy Payment Authorization form is available for them in the Family Portal.



The screenshot shows an email notification with the following content:

 King County
Best Starts for
KIDS Child Care
SUBSIDY

Hello Nina Parent,

You have been assigned a new agreement to sign: Best Starts for Kids Child Care Subsidy Payment Authorization

[View agreement](#)

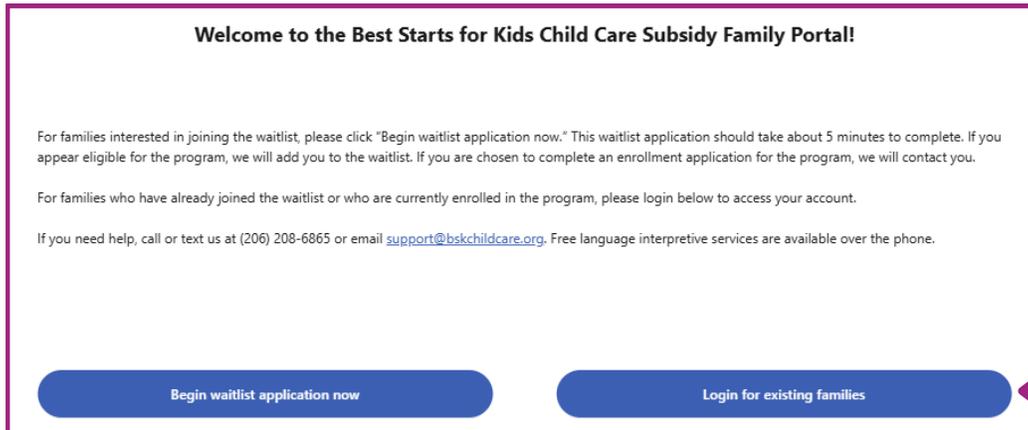
Provided by
families.bskchildcare.org

[Unsubscribe preferences](#)



Logging In to the Portal

To go to the Family Portal in BridgeCare, [click here](#).



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

For families interested in joining the waitlist, please click "Begin waitlist application now." This waitlist application should take about 5 minutes to complete. If you appear eligible for the program, we will add you to the waitlist. If you are chosen to complete an enrollment application for the program, we will contact you.

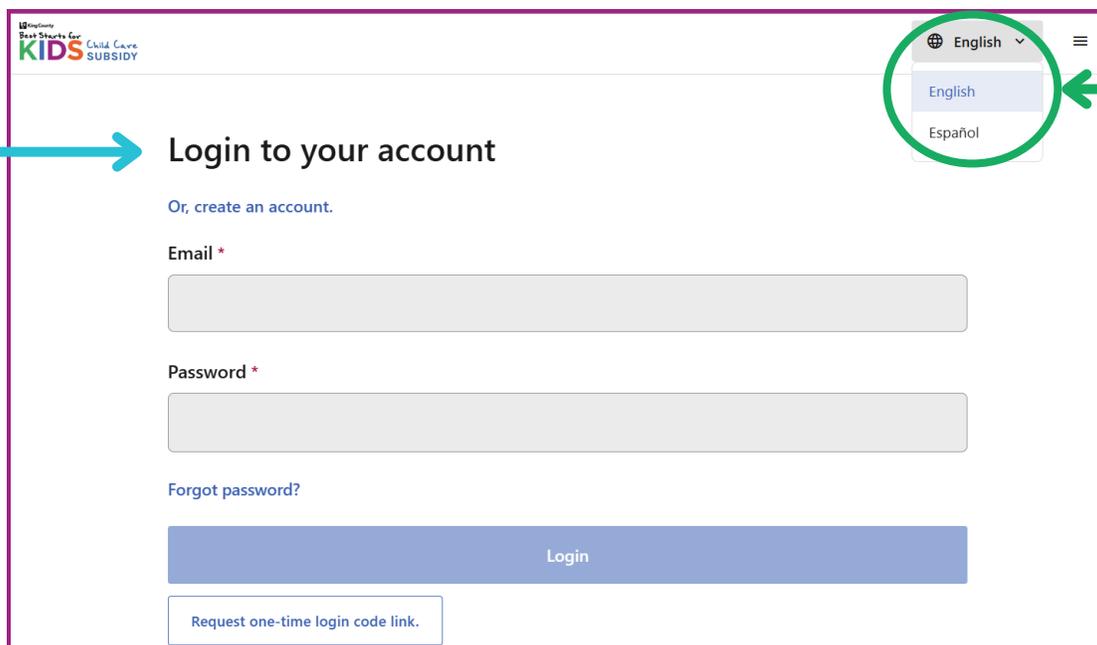
For families who have already joined the waitlist or who are currently enrolled in the program, please login below to access your account.

If you need help, call or text us at (206) 208-6865 or email support@bskchildcare.org. Free language interpretive services are available over the phone.

[Begin waitlist application now](#) [Login for existing families](#)

Families can log into their portal by entering their email address and password/one-time code

Change the language setting by clicking here



Best Starts for Kids Child Care Subsidy

Login to your account

Or, [create an account](#).

Email *

Password *

[Forgot password?](#)

[Login](#)

[Request one-time login code link.](#)

English

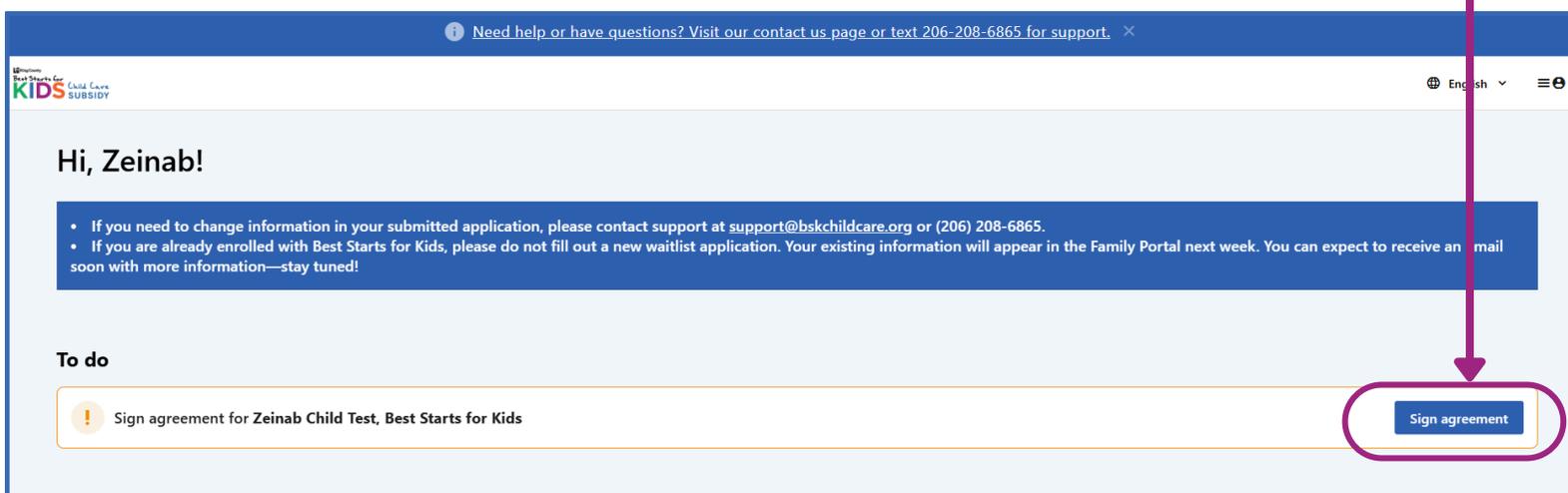
English

Español



Viewing Notifications

After logging in, families will see a notification in their portal letting them know if they have a document to review and sign.



The screenshot shows a user portal interface. At the top, there is a blue header with a help link: "Need help or have questions? Visit our contact us page or text 206-208-6865 for support." The user is identified as Zeinab. A blue box contains instructions: "If you need to change information in your submitted application, please contact support at support@bskchildcare.org or (206) 208-6865. If you are already enrolled with Best Starts for Kids, please do not fill out a new waitlist application. Your existing information will appear in the Family Portal next week. You can expect to receive an email soon with more information—stay tuned!" Under the "To do" section, a notification card with a yellow background and a red exclamation mark icon says "Sign agreement for Zeinab Child Test, Best Starts for Kids". A blue button labeled "Sign agreement" is highlighted with a purple circle, and a purple arrow points from the text above to this button.



Signing a Subsidy Payment Authorization

When Best Starts Subsidy sends the Subsidy Payment Authorization, it will become available for the family to sign in their portal.

Once the family has signed, it will be sent to the provider. The provider will see the same form that the family has signed, and they will review the form, complete their signature, then finish and submit in the provider portal.

providers@bskchildcare.org. The Best Starts Subsidy Billing Team will navigate the request. If a correction is determined to be needed, an update will be relayed to the managing FAS Team member to communicate to the family and directly to the provider, and award decisions will be adjusted.

SECTION 10: 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 read the rules above, and I agree to what is written in this Subsidy Payment Authorization.

Parent/Guardian Signature

Nina Parent

Save draft

Finish and submit

