

Providers: How-To Complete the Payment Request Form (Attendance) in the Provider Portal

This guide will help providers learn how to complete the Payment Request Form (also called the Attendance form) in the Best Starts for Kids Subsidy Provider Portal in BridgeCare. It explains how to locate, fill out, and submit the form to confirm the days a child attended care during a given month. Completing this form helps ensure accurate and timely subsidy payments.



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



About the Payment Request Form

The Payment Request Form (also called the Attendance Form) is your monthly attendance record. It also acts as your invoice to request payment for the care you provided.

Payment Request Forms (attendance) is usually available on the 17th of every month in the Provider Portal. You do not need to wait until the end of the month to complete it. As soon as you have all the information, you can fill out and submit the form. Once submitted, we begin processing your payment.

Please note: If logging in on your phone or mobile device, we recommend turning your screen to a horizontal view for best viewing results.

What Providers Do in the Form

- ✓ Answer questions about the child's care and enrollment
- ✓ Enter how many hours per week the child attended

Note: Subsidy payments are based on the approved hours of care, not the number of hours reported

- Indicate if the child received another subsidy during the month
- Submit the form when complete

We cannot send payment until the form is fully completed and submitted. If anything is missing or needs to be corrected, we will contact you directly.



Step-by-Step: How to Fill Out the Payment Request Form

Logging In to the Portal

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

You can log into the portal by entering your email address and password, or by requesting and entering the one-time code sent to your email.

Change the language to Spanish setting by clicking here

Welcome to the Best Starts for Kids Subsidy Provider Portal

King County
Best Starts for
KIDS Child Care
SUBSIDY

In this portal, you can: Submit attendance - Track payments - Update info - Manage enrollments and staff accounts.

Need help? support@bskchildcare.org - (206) 208-6865
¿Español? Usa el selector arriba.
Af Soomaali? Call, text, or email us.

Login to your account

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

Email address

Password

[Forgot password?](#)

Submit



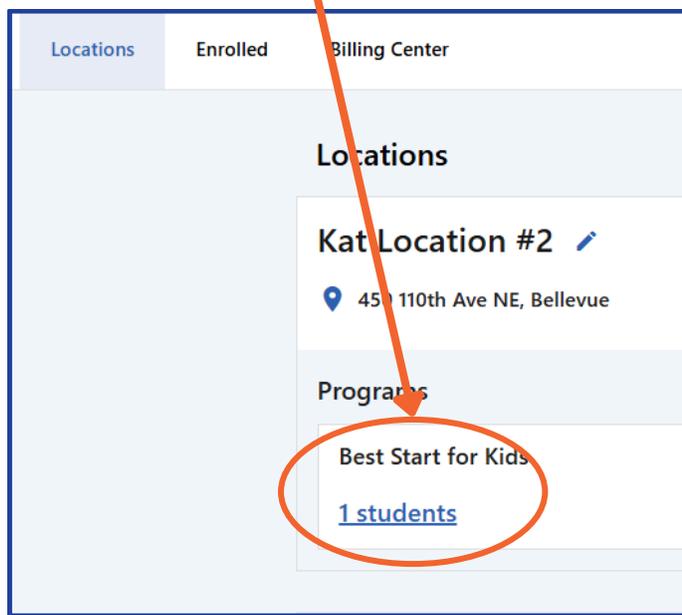
Open Your List of Enrolled Children

There are two ways to see the children enrolled at a program.

Option 1

Click on the blue link that shows the number of students under your provider location.

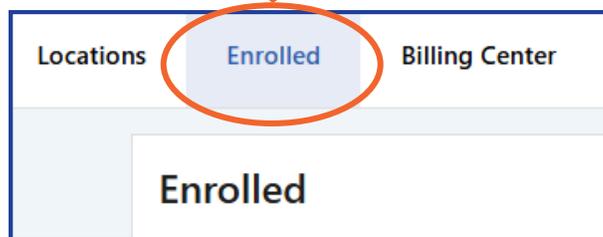
This opens the list of children currently enrolled in your care.



Option 2

Click the Enrolled Tab

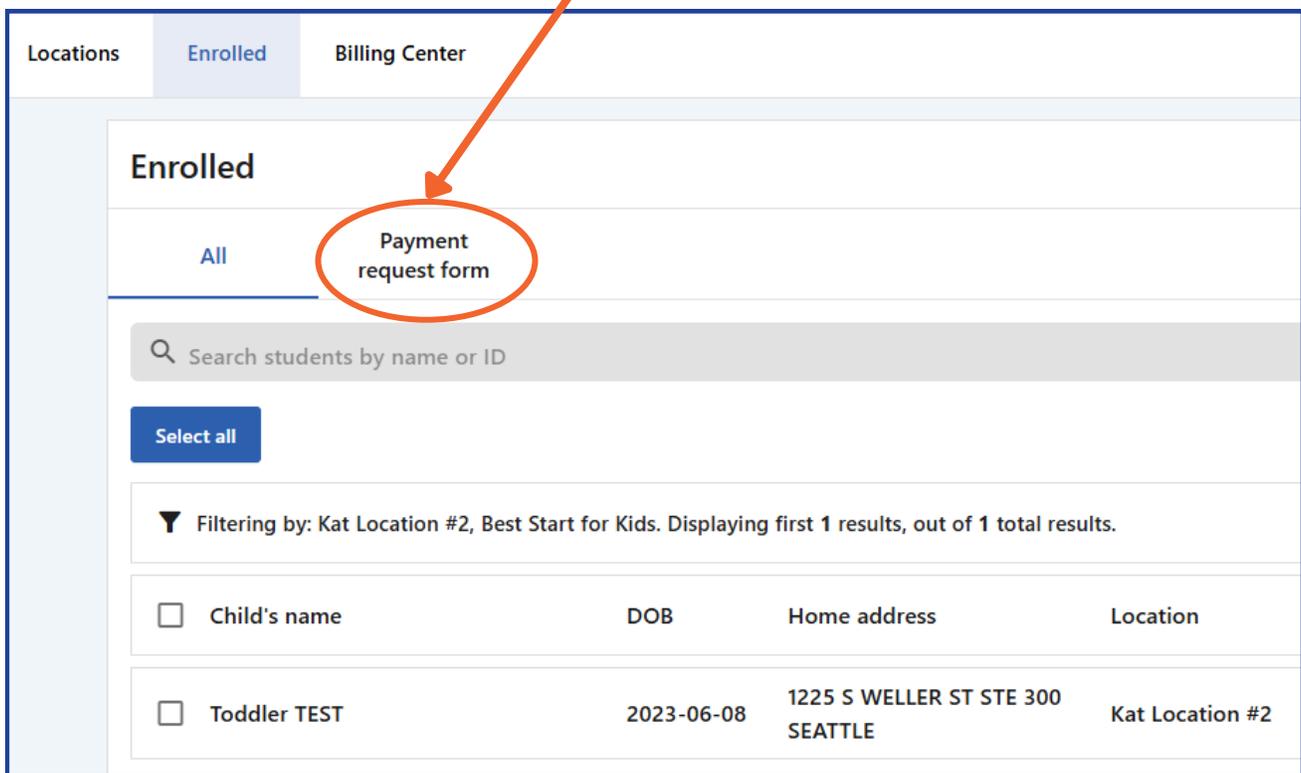
This opens the list of children currently enrolled in your care.



Go to the Payment Request Form Tab

At the top of the screen, click the Payment Request Form tab.

This will show the children eligible for monthly payment requests.



The screenshot shows a web interface with three tabs: 'Locations', 'Enrolled', and 'Billing Center'. The 'Enrolled' tab is active. Below the tabs, there is a sub-tab menu with 'All' and 'Payment request form'. The 'Payment request form' sub-tab is circled in orange, and an orange arrow points from the text above to it. Below the sub-tab menu is a search bar with the placeholder text 'Search students by name or ID'. A blue 'Select all' button is located below the search bar. Below the search bar, there is a filter summary: 'Filtering by: Kat Location #2, Best Start for Kids. Displaying first 1 results, out of 1 total results.' Below the filter summary is a table with the following columns: 'Child's name', 'DOB', 'Home address', and 'Location'. The table contains one row with the following data: 'Toddler TEST', '2023-06-08', '1225 S WELLER ST STE 300 SEATTLE', and 'Kat Location #2'.

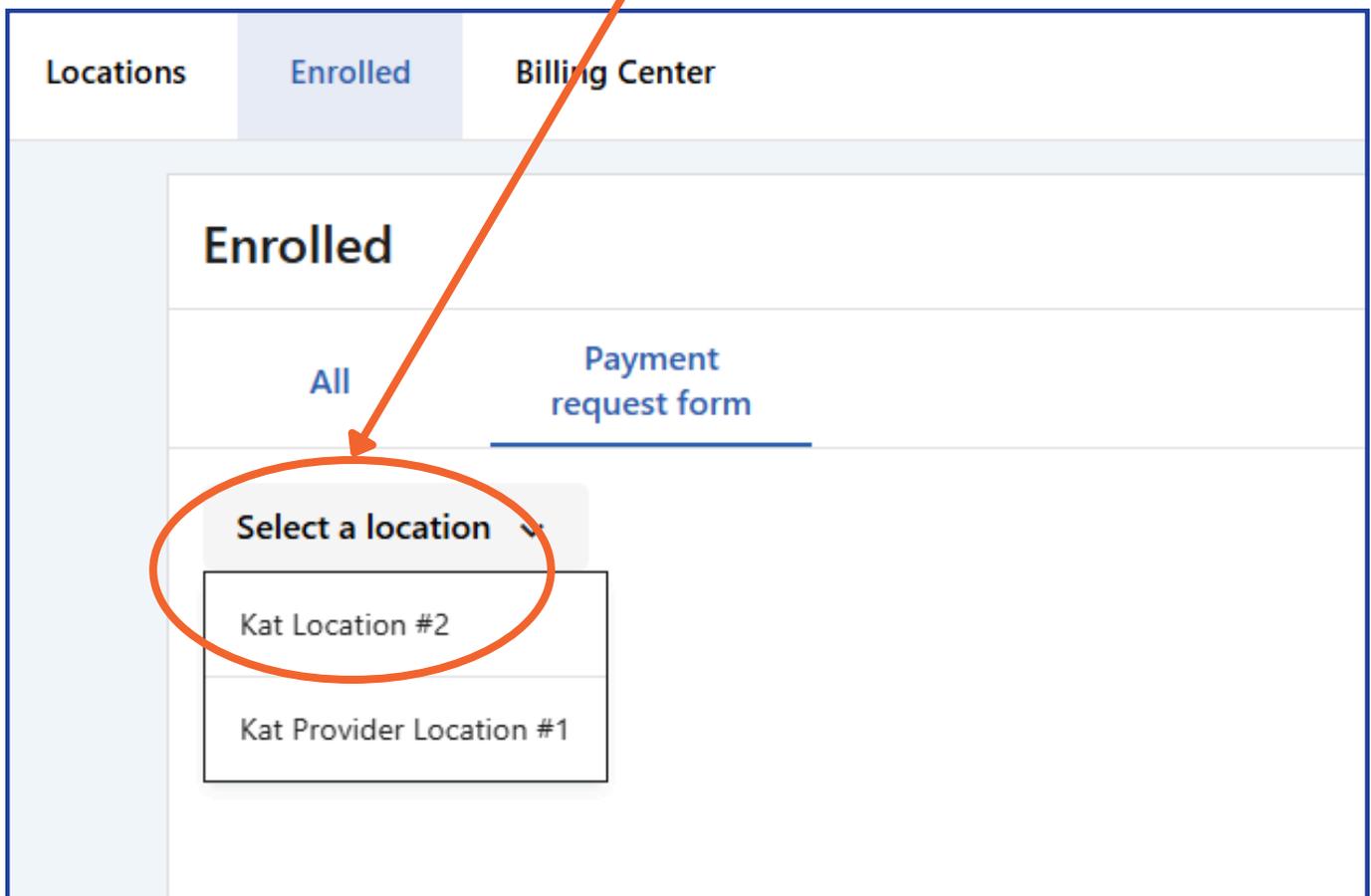
<input type="checkbox"/> Child's name	DOB	Home address	Location
<input type="checkbox"/> Toddler TEST	2023-06-08	1225 S WELLER ST STE 300 SEATTLE	Kat Location #2



Select Your Provider Location

Use the dropdown menu to select your provider location.

If you only have one site, it will be the only option available.



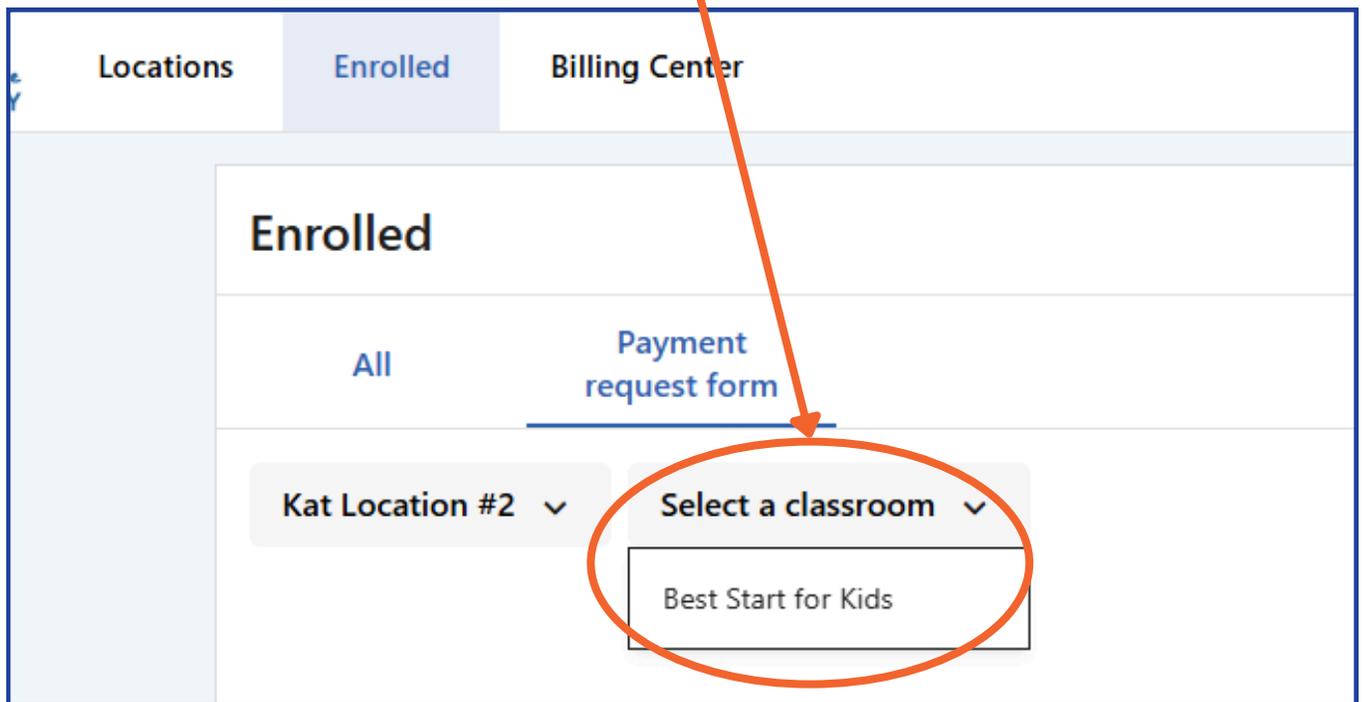
The screenshot shows a web interface with three tabs: 'Locations', 'Enrolled', and 'Billing Center'. The 'Enrolled' tab is active. Below the tabs, there is a section titled 'Enrolled' with two buttons: 'All' and 'Payment request form'. Below the buttons is a dropdown menu labeled 'Select a location' with a downward arrow. The dropdown menu is open, showing two options: 'Kat Location #2' and 'Kat Provider Location #1'. An orange arrow points from the text above to the dropdown menu.



Choose the Best Starts for Kids Classroom

Select Best Starts for Kids from the classroom options.

This tells the system which program you're submitting the form for.



The screenshot shows a web interface with three tabs: 'Locations', 'Enrolled', and 'Billing Center'. The 'Enrolled' tab is active. Below the tabs, there is a section titled 'Enrolled' with a sub-section 'All' and a link for 'Payment request form'. Below this, there are two dropdown menus: 'Kat Location #2' and 'Select a classroom'. The 'Select a classroom' dropdown is open, showing 'Best Start for Kids' as the selected option. An orange arrow points from the text box above to the 'Payment request form' link, and another orange circle highlights the 'Select a classroom' dropdown menu.



Click on the Child's Name

Find the child you're submitting for and click their name.

This opens the attendance form for that child.

County Starts for
IDS Child Care
SUBSIDY

Locations **Enrolled** Billing Center

Enrolled

All [Payment request form](#)

Kat Location #2 ▾ Best Start for Kids ▾

Months ▾ Status ▾

<input type="checkbox"/> Student	Start date	End date	Month	Is this child current
<input type="checkbox"/> Toddler TEST ID 3374831 DOB 2023-06-08	2025-06-02		Jun-2025	
<input type="checkbox"/> Toddler TEST ID 3374831 DOB 2023-06-08	2025-06-02		Jul-2025	



Fill Out the Attendance Form

The form will pop up. Answer all the questions in the form:

- Confirm if the child is still enrolled
- Report how many hours per week they attended
- Say if the child received another subsidy this month

Click Update after each section, fill in your answer, then click Save.

The screenshot shows the Brightspark system interface. On the left, the 'Enrolled' page displays a table of students with columns for checkboxes, student names, start/end dates, and months. On the right, the 'Edit attendance' form is open for 'Toddler TEST' (ID 3374831, DOB 2023-06-08, Month: June 2025). The form asks 'Is this child currently enrolled?' with radio buttons for 'Yes' and 'No'. Below this, there is a field for 'Last day of care'.

<input type="checkbox"/>	Student	Start date	End date	Month	Is this child currently enrolled?	If the child is no longer enrolled
<input type="checkbox"/>	Toddler TEST ID 3374831 DOB 2023-06-08	2025-06-02		Jun-2025		
<input type="checkbox"/>	Toddler TEST ID 3374831 DOB 2023-06-08	2025-06-02		Jul-2025		
<input type="checkbox"/>	Hared Child Test ID 5909203 DOB 2019-01-01	2025-07-01	2025-07-09	Jul-2025		



Submit the Form

When the form is complete, scroll to the bottom.

Click I Agree, then click Submit.

The screenshot shows a form with a 'Comments' section and a 'Please Review' section. An orange arrow points from the text 'Click I Agree, then click Submit.' to the 'I agree' checkbox. Another orange arrow points from the text 'When the form is complete, scroll to the bottom.' to the 'Submit' button. The form includes a 'no longer enrole' button and a 'Submit' button.

Comments
Please only add comments if there are concerns or issues with your request.

no longer enrole

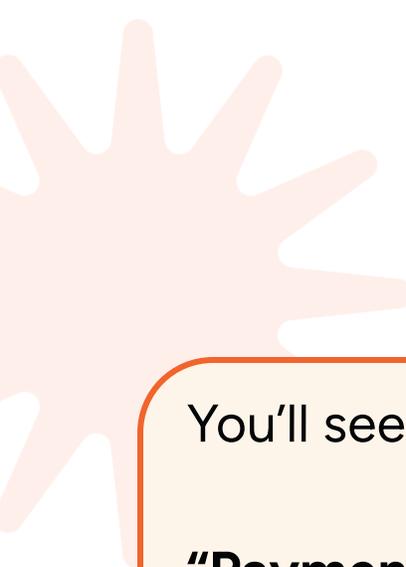
Please Review:
I certify that the information I have provided in this form is true and complete to the best of my knowledge. I understand that giving false or incomplete information is considered fraud and may result in losing eligibility for the Best Starts for Kids Child Care Subsidy.

I acknowledge that the information I provided is subject to review and verification by BrightSpark and its authorized representatives. I understand that I may need to provide additional information or supporting documents.

I agree

Submit





After You Submit

You'll see a blue box that says:

“Payment request form updated successfully.”

If you would like to confirm your submission, please use the “Status” filter option to view submitted forms.

If you need to make a change after submitting, contact the Best Starts Subsidy Team.

If you would like to download a copy of your completed PRFs, you can use the checkboxes to the left to select the forms and use the button with the three dots to download.



Submission Timelines

To help us send payments on time:

- Submit PRFs by the last day of the month of care
(Example: For July care, submit by July 31)
- Forms expire 30 days after the month of care ends

➤ For July care, the final day to submit is August 30

If a form is not submitted before it expires, it will be locked and payment cannot be made.

Please contact us if you need more time — we're here to support you.

