

# Providers:

## 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 Provider Portal. Follow the steps to complete and submit the form after the family has signed.

### SPA Form Signing Process

1. The provider gets an email saying a SPA form was sent to the family.
2. The family signs the form first.
3. After the family signs, the provider gets another email saying it's their turn.
4. The provider logs into the BridgeCare Provider Portal.
5. In the portal, the provider finds and selects the SPA task.
6. The provider opens the SPA form, reads it, and signs at the bottom.
7. After submitting, both the provider and family will get a confirmation email.



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



# Logging In to the Portal

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



Providers can log into their portal by entering their email address and password

Change the language 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](mailto: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?](#)

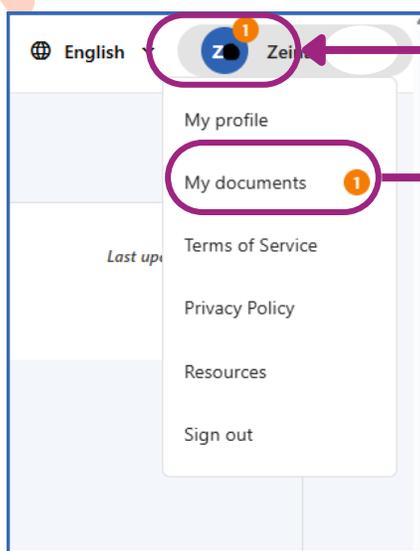


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# Viewing Notifications

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



# Signing a Subsidy Payment Authorization

After the family signs the Subsidy Payment Authorization, it will become available for the provider to sign in their portal.

Providers will see the same form that the family has signed, and they will review the form, complete their signature, then finish and submit.

[providers@bskchildcare.org](mailto: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 carefully read and agree to the terms and conditions as outlined in the Subsidy Authorization Agreement.

**Parent Signature**

Brandi Hardcastle

**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.

**Provider Signature**

Provider

Close Save draft Finish and submit

