



# Key Deadlines & Timelines



Following these timelines helps families stay eligible and avoid interruptions in care.

## Completing the Application

Families have **30 days** to complete the full enrollment application after being invited. If not completed, the application closes, and families must resubmit a waitlist form.

If a WCCC denial letter is required, families have an additional 14 days to submit it.

## Selecting a Child Care Program

After the award letter, families have **45 days** from the start of their authorization period to select a DCYF-licensed provider and notify the Best Starts Subsidy Team. A Change Request form may be needed.

## Deadlines & Timelines

Completing the Application	→ 30 days from the beginning of authorization period
Selecting a Child Care Program	→ 45 days from the beginning of authorization period
Starting Care	→ 60 days from beginning of authorization period
Subsidy Payment Authorization	→ 30 days to complete
Changes to Child's Subsidy	→ 14-day notice required
Annual Reauthorization	→ Every 6 / 12 months (depending on award)

## Starting Care

Children must start care with the selected provider within **60 days** of the first day of their authorization period.

Need Assistance?

✉ [support@bskchildcare.org](mailto:support@bskchildcare.org)

☎ (206) 208-6865

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



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## Subsidy Payments & Monthly Attendance Verification

Payments are typically processed within 2 weeks of submitting the PRF unless there is an issue which requires further review.

Providers must submit the Payment Request Form by the end of the month, with a 30-day grace period if missed. Payments are not issued after 90 days from the care month.

## Infant Enrollment

Infants can be added to the subsidy until their **first birthday** via the form on the [Document Hub](#).

Families then have 45 days to select a provider and 60 days for the child to start care.

## Changes to Child's Subsidy

Families must give **two weeks' notice** for changes, including provider changes, care hours, pausing subsidy use (up to 60 days), school status changes, disenrollment, or adding an infant.

For more information about requests to change care, please visit our [Document Hub](#).

## Transition to Working Connections Subsidy (WCCC)

Best Starts for Kids Subsidy payments stop the day before WCCC begins. Families must notify the Best Starts Subsidy Team upon WCCC approval.

## Subsidy Payment Authorization (SPA)

Families and providers have **30 days total** to sign the digital Subsidy Payment Authorization form. Payments cannot be issued until both signatures are received.

Families facing serious or unexpected events may request extensions or exemptions by contacting our Subsidy and Support Access Team.

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