

How to Complete the Payment Request Form

Provider Portal

 King County

Best Starts for

KIDS Child Care
SUBSIDY


brightspark
early learning services

Coming soon...



Beginning with payment for February 2025 care, all providers receiving Best Starts for Kids subsidy payments will be required to complete an acknowledgement of attendance referred to as a **Payment Request Form**.

Once logged into the Provider Portal, you'll see a screen similar to this...

King County
Best Starts for
KIDS Child Care
SUBSIDY

Home Contact Us Sign Out

Welcome, [REDACTED]

Manage Login: A 4 Apple Learning Center [Change](#)

[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.

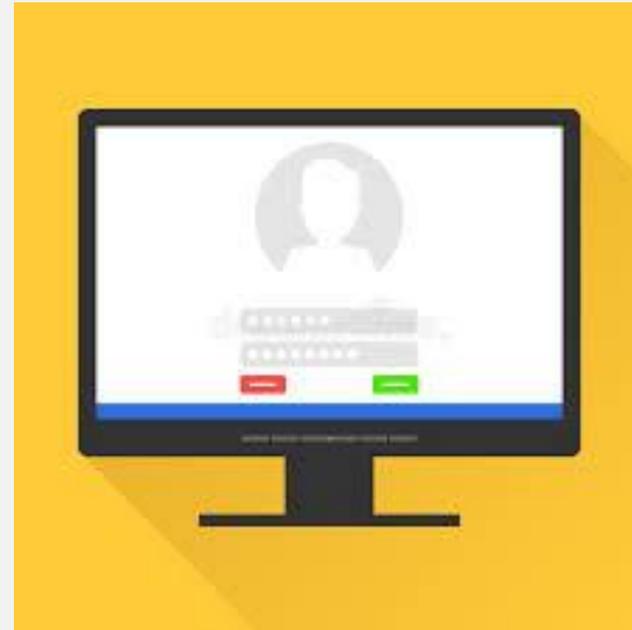
SOME FUNCTIONS MAY CURRENTLY BE UNAVAILABLE.

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).

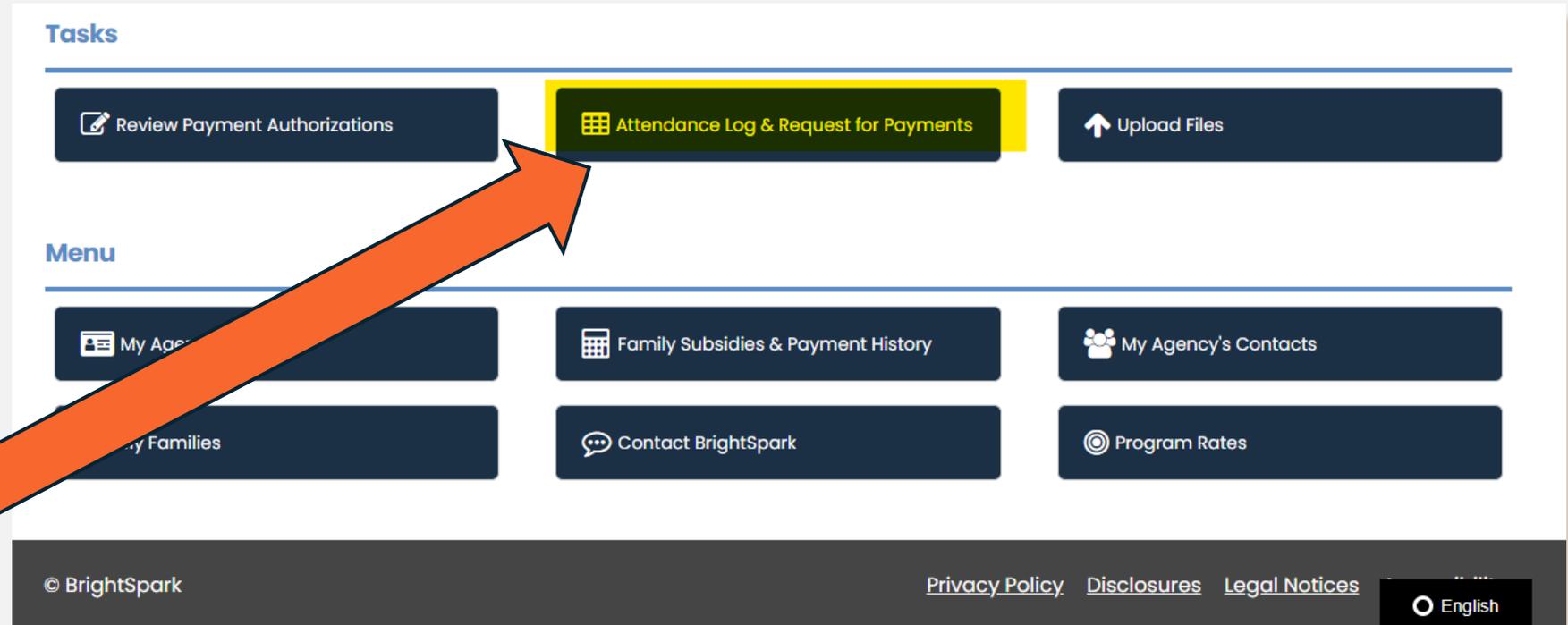
Children Name(s)	Parent or Guardian Name	Time Frame	Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

If you need assistance in logging into the Provider Portal, please see the slides at the end of this set.



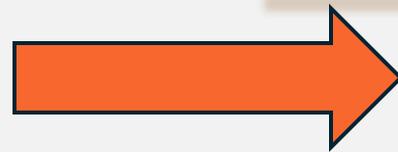
Scroll down the screen to see the “Tasks” and “Menu” sections.

Look for ATTENDANCE LOG & REQUEST FOR PAYMENTS in the “Tasks” section.



After clicking on ATTENDANCE LOG & REQUEST FOR PAYMENTS in the “Tasks” section, the next screen will look similar to this.

If there are Payments to Request these will be listed below the blue section shown here.

The screenshot shows a web interface for 'Best Starts for KIDS Child Care SUBSIDY'. At the top, there is a navigation bar with 'Home', 'Contact Us', and 'Sign Out'. Below that, a 'Welcome, [redacted]' message and a 'Manage Login: A 4 Apple Learning Center change' link are visible. The main content area is titled 'Attendance Log & Payment Request' and contains a blue section with instructions: 'Review Payment Requests for children assigned to your program. Open each row (Click a row's check mark) to provide us with attendance verification.' This section includes four input fields: 'Child Name', 'Parent/Guardian Name', 'Month' (a dropdown menu), and 'Status' (a dropdown menu). A 'Search' button is located at the bottom right of this section. Below the blue section is a table with the following headers: a checkbox, 'Child Name', 'Parent/Guardian Name', 'Month', 'Care Date Range', and 'Status'.

King County
Best Starts for
KIDS Child Care
SUBSIDY

Home Contact Us Sign Out

Welcome, [redacted] Manage Login: A 4 Apple Learning Center [change](#)

Home | Attendance Log & Payment Request

Review Payment Requests for children assigned to your program. Open each row (Click a row's check mark) to provide us with attendance verification.

Child Name Parent/Guardian Name
Month Status

Search

<input checked="" type="checkbox"/>	Child Name	Parent/Guardian Name	Month	Care Date Range	Status
-------------------------------------	------------	----------------------	-------	-----------------	--------

In this example, 4 payments are pending provider verification of the child's attendance.

Typically, these will all be for the same month.

This example is from our testing environment.

Review Payment Requests for children assigned to your program. Open each row (Click a row's check mark) to provide us with attendance verification.

Child Name Parent/Guardian Name
Month Status

Search

<input checked="" type="checkbox"/>	Child Name	Parent/Guardian Name	Month	Care Date Range	Status
<input checked="" type="checkbox"/>	Bamboo, Green Panda	Bamboo, Giant	January	01/01/25 - 01/31/25	Not Completed
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	November	11/01/24 - 11/30/24	Not Completed
<input type="checkbox"/>	Test, BSK Child	Test, BSK	October	10/01/24 - 10/31/24	Not Completed
<input type="checkbox"/>	Test, BSK Child	Test, BSK	November	11/01/24 - 11/30/24	Not Co

English

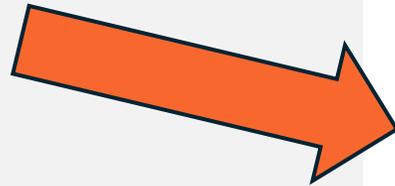
If there are additional pending payments, they'll continue down the page.

<input checked="" type="checkbox"/>	Child Name	Parent/Guardian Name	Month	Care Date Range	Status
<input checked="" type="checkbox"/>	Bamboo, Green Panda	Bamboo, Giant	January	01/01/25 - 01/31/25	Not Completed
<input type="checkbox"/>	[REDACTED]	[REDACTED]	November	11/01/24 - 11/30/24	Not Completed
<input type="checkbox"/>	Test, BSK Child	Test, BSK	October	10/01/24 - 10/31/24	Not Completed
<input type="checkbox"/>	Test, BSK Child	Test, BSK	November	11/01/24 - 11/30/24	Not Completed
<input type="checkbox"/>	Test, BSK Child	Test, BSK	December	12/01/24 - 12/31/24	Not Completed
<input type="checkbox"/>	Test, Cotton	Test, CottonHOH	January	01/01/24 - 01/31/24	Not Completed
<input type="checkbox"/>	Test, Cotton	Test, CottonHOH	February	02/01/24 - 02/29/24	Not Completed
<input type="checkbox"/>	Test, Cotton	Test, CottonHOH	March	03/01/24 - 03/31/24	Not Completed
<input type="checkbox"/>	Test, Cotton	Test, CottonHOH	April	04/01/24 - 04/30/24	Not Completed
<input type="checkbox"/>	Test, Cotton	Test, CottonHOH	May	05/01/24 - 05/31/24	Not Completed
<input type="checkbox"/>	Test, Cotton	Test, CottonHOH	August	08/01/24 - 08/31/24	Not Completed

For each entry, the following information will be displayed.

<input checked="" type="checkbox"/> Child Name	Parent/Guardian Name	Month	Care Date Range	Status
Formatted as: Last name, First name	Head of Household name. Formatted as: Last name, First name	Month of care provided. May be different from month of payment.	Shows if payment is for a full or partial month of care.	Shows if verification of attendance is done or must still be completed.

To access a child's Payment Request Form, click on the small box to the left of the child's name.



Review Payment Requests for children assigned to your program. Open each row (Click a row's check mark) to provide us with attendance verification.

Child Name Parent/Guardian Name
Month Status

Search

<input checked="" type="checkbox"/>	Child Name	Parent/Guardian Name	Month	Care Date Range	Status
<input checked="" type="checkbox"/>	Bamboo, Green Panda	Bamboo, Giant	January	01/01/25 - 01/31/25	Not Completed
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	November	11/01/24 - 11/30/24	Not Completed
<input type="checkbox"/>	Test, BSK Child	Test, BSK	October	10/01/24 - 10/31/24	Not Completed
<input type="checkbox"/>	Test, BSK Child	Test, BSK	November	11/01/24 - 11/30/24	Not Co

English

After clicking into the box to the left of the child's name, a screen similar to this comes up.

<input checked="" type="checkbox"/>	Child Name	Parent/Guardian Name	Month	Care Date Range	Status
<input checked="" type="checkbox"/>	Bamboo, Green Panda	Bamboo, Giant	January	01/01/25 - 01/31/25	Not Completed
	Has the child [★] attended at least 1 day this month?	<input type="text"/>		Will the child be [★] enrolled/attending next month?	<input type="text"/>
	When was their last attendance day?	<input type="text"/>			
	Previous Month Attendance				
	Previous Month	December			
	Number of days the [★] child attended your program in the previous month	<input type="text"/>		Average number of [★] hours the child attended per week in the previous month	<input type="text"/>
	Leave a note for BrightSpark?	<input type="text"/>		Note from BrightSpark	Hello this is a test note for A 4 Apple

English

There are three sections to this page and a signature space at the end.

1.) The month of care the payment is for.

YELLOW

2.) The previous month. **GREEN**

3.) Notes – from you to us, or us to you.

PINK

<input checked="" type="checkbox"/>	Child Name	Parent/Guardian Name	Month	Care Date Range	Status
<input checked="" type="checkbox"/>	Bamboo, Green Panda	Bamboo, Giant	January	01/01/25 - 01/31/25	Not Completed
	Has the child * attended at least 1 day this month?	<input type="text" value=""/>		Will the child be * enrolled/attending next month?	<input type="text" value=""/>
	When was their last attendance day?	<input type="text" value=""/>			
	Previous Month Attendance				
	Previous Month	<input type="text" value="December"/>			
	Number of days the * child attended your program in the previous month	<input type="text" value=""/>		Average number of * hours the child attended per week in the previous month	<input type="text" value=""/>
	Leave a note for BrightSpark?	<input type="text" value=""/>		Note from BrightSpark	Hello this is a test note for A 4 Apple <input type="text" value=""/>

English

Child Name	Parent/Guardian Name	Month	Care Date Range	Status
Bamboo, Green Panda	Bamboo, Giant	January		Not Completed

Has the child * attended at least 1 day this month?

When was their last attendance day?

Will the child be * enrolled/attending next month?

Month of care

Required fields:

- **Has the child attended at least 1 day this month?**
 - Children must attend at least one day in the specified month in order for subsidy payment to be issued.
- **Will the child be enrolled/attending next month?**
 - “Next” refers to the month after the month of care listed at the top of this section.

Use **only** if the child **will not** be attending the following month:

- When was their last attendance day?

This section is regarding the month BEFORE the month of care you are reporting attendance for.

The screenshot shows a form titled "Previous Month Attendance". It has two rows of input fields. The first row is labeled "Previous Month" and contains a dropdown menu with "December" selected. The second row is labeled "Number of days the child attended your program in the previous month" and contains a text input field. To the right of these fields is another row labeled "Average number of hours the child attended per week in the previous month" with a text input field. A large green arrow points from the bottom right towards the "December" dropdown menu.

This previous month section **does not** impact payment to your program unless there is a discrepancy with other reported attendance information.

In this example, the previous month was December. The month of care reporting (yellow section) was for January.

This section is for comments regarding child attendance.

Leave a note for BrightSpark?

Note from BrightSpark

Hello this is a test note for A 4 Apple

English

These are optional fields.

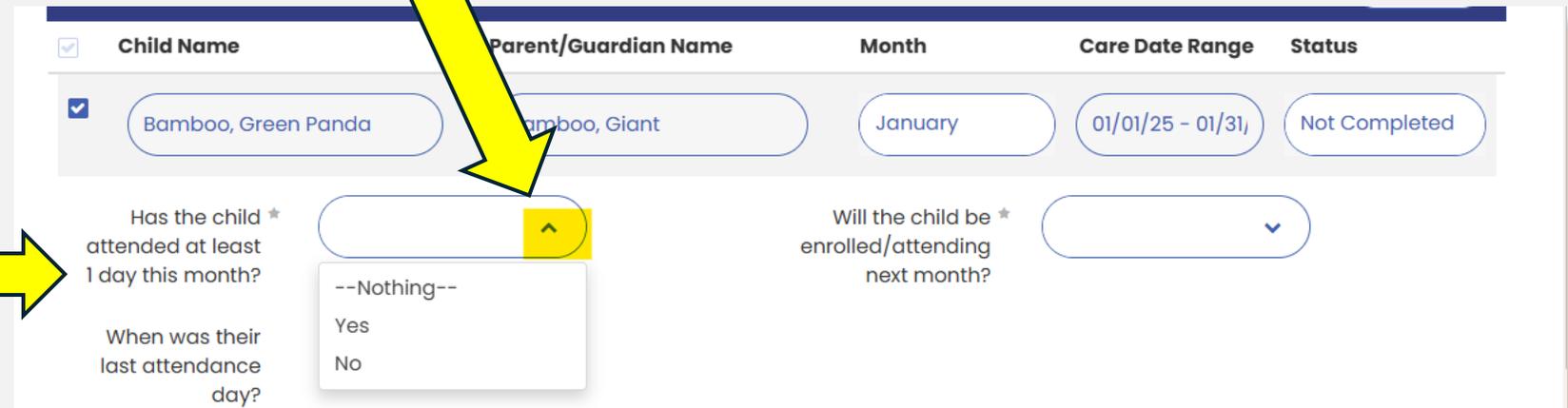
- Providers can share information with the Best Starts Subsidy payment team.
- And, BrightSpark's Best Starts Subsidy team can send notes to providers.

Filling in the Payment Request Form...

First, complete the information about the month of care payment is pending for.

- Child's name, the month of care, and the attendance period are all listed in the lightly shaded section. There is nothing to complete in this grey section.
- Click to open the dropdown menu.

“This month” refers to the month listed in the grey section above.



The screenshot shows a form with a table of entries. The first entry is highlighted in grey. Below the table, there are two questions with dropdown menus. A yellow arrow points to the first dropdown menu, which is open, showing options: "--Nothing--", "Yes", and "No".

<input checked="" type="checkbox"/> Child Name	Parent/Guardian Name	Month	Care Date Range	Status
<input checked="" type="checkbox"/> Bamboo, Green Panda	Bamboo, Giant	January	01/01/25 - 01/31,	Not Completed

Has the child * attended at least 1 day this month?

When was their last attendance day?

Will the child be * enrolled/attending next month?

--Nothing--
Yes
No

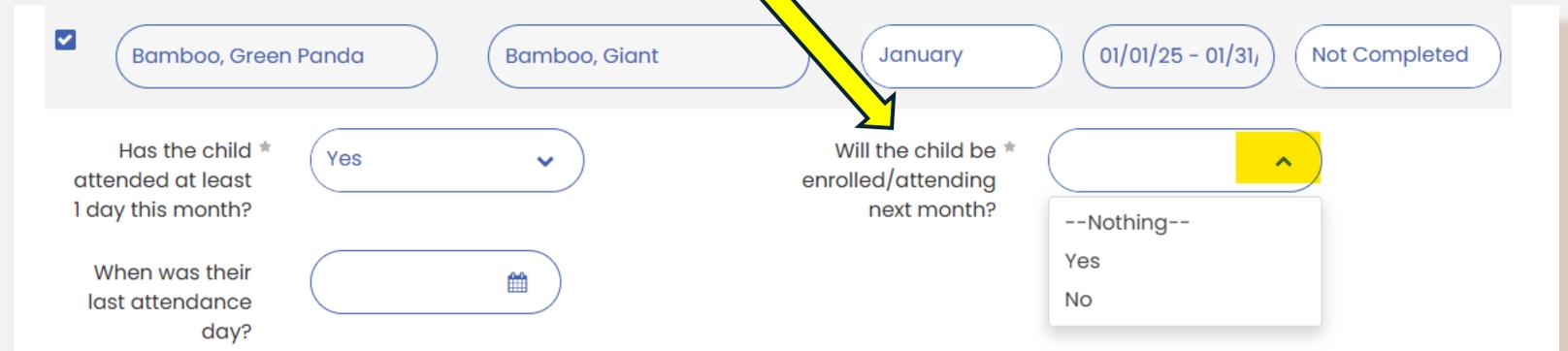
Filling in the Payment Request Form...

Move to the second required question:

- Will the child be enrolled/attending next month?

“Next month” refers to the month after the month listed in the grey section above.

In this example, that would be February.



The screenshot shows a form with several fields. At the top, there is a grey section with a checked checkbox and five rounded rectangular buttons: "Bamboo, Green Panda", "Bamboo, Giant", "January", "01/01/25 - 01/31", and "Not Completed". Below this, there are three rows of questions. The first row asks "Has the child * attended at least 1 day this month?" with a dropdown menu showing "Yes". The second row asks "When was their last attendance day?" with a date picker icon. The third row asks "Will the child be * enrolled/attending next month?" with a dropdown menu that is open, showing options: "--Nothing--", "Yes", and "No". A yellow arrow points from the text "next month" in the list above to the dropdown menu for the third question.

Filling in the Payment Request Form...

If the child will no longer be enrolled at the child care program, please complete the third question

The screenshot shows a form with the following fields and values:

- Child name: Bamboo, Green Panda
- Month: January
- Date: 01/01/2
- Has the child attended at least 1 day this month? Yes
- Will the child be enrolled/attending next month? No
- When was their last attendance day? 01/28/2025

A large yellow arrow points from the text above to the 'No' selection in the 'Will the child be enrolled/attending next month?' dropdown menu.

If the child will be enrolled in the child care program the following month, please leave this question blank.

The screenshot shows a form with the following fields and values:

- Child name: Bamboo, Green Panda
- Month: January
- Date: 01/01/2
- Has the child attended at least 1 day this month? Yes
- Will the child be enrolled/attending next month? Yes
- When was their last attendance day? (blank)

A large yellow arrow points from the text above to the 'Yes' selection in the 'Will the child be enrolled/attending next month?' dropdown menu.

Completing the section for the “previous month”...

The next two questions will be regarding the child’s attendance for the month listed as “previous month”.

In this example, that is December.



Previous Month Attendance

Previous Month

Number of days ^{*} the child attended your program in the **previous** month

Average number ^{*} of hours the child attended per week in the **previous** month

Completing the section for the “previous month”...

Both questions are required responses.

In this example, December is the “previous month”...

- How many days did the child attend in December?
- What is the average number of hours per week the child attended in December?

Previous Month Attendance

Previous Month

Number of days *
the child attended
your program in
the **previous**
month

Average number *
of hours the child
attended per
week in the
previous month

Completing the section for the “previous month”...

In this example, the child, Green Panda, attended care 16 days in the month of December. Green Panda was at the child care program an average of 20 hours per week in December.

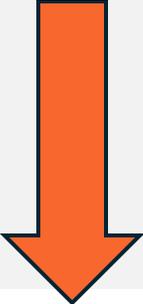
Previous Month	<input type="text" value="December"/>		
Number of days [★] the child attended your program in the previous month	<input type="text" value="16"/>	Average number [★] of hours the child attended per week in the previous month	<input type="text" value="20"/>

Optional NOTES section...

Providers can include a note for the Best Starts Subsidy's team of billing specialists. There is also a space where notes from the subsidy team can be included for the child care provider.

Leave a note for BrightSpark?		Note from BrightSpark	Hello this is a test note for A 4 Apple
-------------------------------	--	-----------------------	---

The "Notes from BrightSpark" box only appears when a note is being sent from BrightSpark.



<p>Leave a note for BrightSpark?</p> <div data-bbox="586 728 1210 992"></div>	<p>Note from BrightSpark</p> <div data-bbox="1592 728 2216 992"><p>Hello this is a test note for A 4 Apple</p></div>
---	--

No box for a note from Best Starts Subidy/BrightSpark will show if there was no note sent with that Payment Request Form.

Only the box for providers to send a note to the Best Starts Program will show.

Leave a note for BrightSpark?

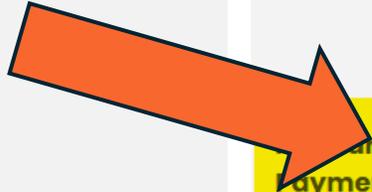
I declare under penalty of perjury laws in the State of Washington that the information provided in his Payment Request Form is true and accurate. It is the responsibility of the Child Care program to alert BrightSpark Early Learning Services/the Best Starts for Kids Subsidy Program if subsidy changes occurred during child's authorization period. For Family Child Care Programs (FCCs), school-age subsidy payments are not capped at the program's published tuition rate.

★ [Add Signature](#)

Attestation and Required Signature

Please read the included attestation just above the ADD SIGNATURE function.

Signing the Payment Request Form indicates agreement and acceptance of the attestation statement.



Leave a note for BrightSpark?

I am under penalty of perjury laws in the State of Washington that the information provided in his Payment Request Form is true and accurate. It is the responsibility of the Child Care program to alert BrightSpark Early Learning Services/the Best Starts for Kids Subsidy Program if subsidy changes occurred during child's authorization period. For Family Child Care Programs (FCCs), school-age subsidy payments are not capped at the program's published tuition rate.

★ Add Signature

Attestation and Required Signature

Select ADD SIGNATURE

Leave a note for BrightSpark?

I declare under penalty of perjury laws in the State of Washington that the information provided in his Payment Request Form is true and accurate. It is the responsibility of the Child Care program to alert BrightSpark Early Learning Services/the Best Starts for Kids Subsidy Program if subsidy changes occurred during child's authorization period. For Family Child Care Programs (FCCs), school-age subsidy payments are not capped at the program's published tuition rate.

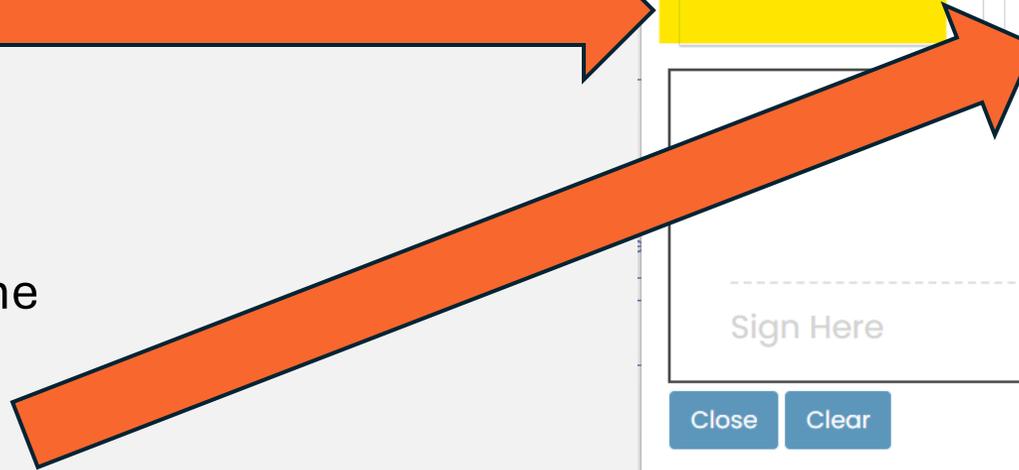
[Add Signature](#)

Required Signature

Print your name here.



For the cell "Role/Title" the only option available is "Provider" which will be automatically filled in.



Signature Capture

Your Name ★

Role/Title ★

Sign Here

Required Signature

Sign using a mouse, touchpad, or screen which is touch sensitive.

Click on SAVE.

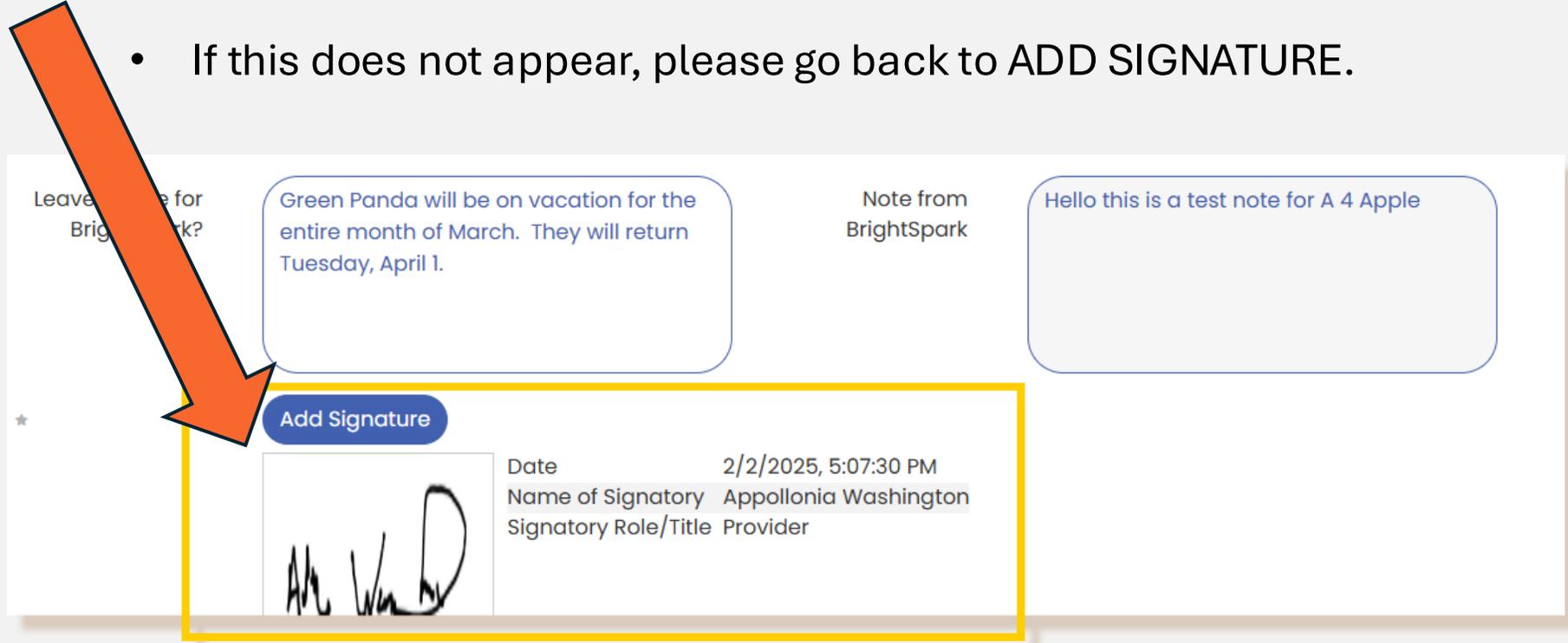
The screenshot shows a 'Signature Capture' form. At the top, there is a dark header with the text 'Signature Capture'. Below the header, there are two input fields: 'Your Name ★' with the text 'Appollonia Washington' and 'Role/Title ★' with a dropdown menu showing 'Provider'. Below these fields is a large white box with a dashed line and the text 'Sign Here'. Inside this box, the name 'Appollonia Washington' is written in a cursive, handwritten style. A large orange arrow points from the text 'Sign using a mouse, touchpad, or screen which is touch sensitive.' to the signature area. Another large orange arrow points from the text 'Click on SAVE.' to a blue 'Save' button located at the bottom right of the signature box.

Please note: No real provider signatures were used. These were created for the purpose of demonstration.

Required Signature

After clicking SAVE, the signature and time/date stamp will show.

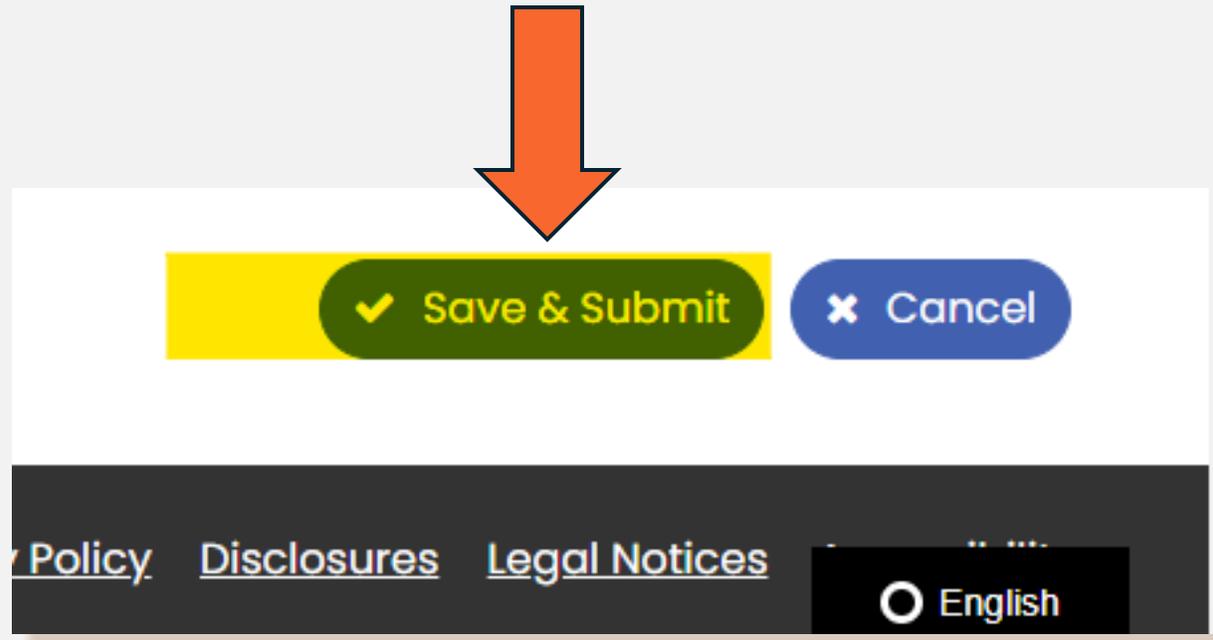
- If this does not appear, please go back to ADD SIGNATURE.



The screenshot shows a form with several sections. At the top left, there is a partially visible text field with the label "Leave a note for BrightSpark?". To its right is a text box containing the message: "Green Panda will be on vacation for the entire month of March. They will return Tuesday, April 1." Further right is another text box labeled "Note from BrightSpark" containing the message: "Hello this is a test note for A 4 Apple". Below these sections is a blue button labeled "Add Signature". A yellow box highlights the signature area, which contains a handwritten signature and a date stamp: "Date 2/2/2025, 5:07:30 PM", "Name of Signatory Appollonia Washington", and "Signatory Role/Title Provider". A large orange arrow points from the top left towards the signature area.

Submitting the form...

Scroll down to the bottom of the page and select SAVE & SUBMIT.



Confirmation of status change to "Completed"...

The status on the January care entry for Green Panda has now changed from "Not Completed" to "Completed"

Review Payment Requests for children assigned to your program. Open each row (Click on the status's check mark) to provide us with attendance verification.

Child Name Parent/Guardian Name
Month Status

<input type="checkbox"/>	Child Name	Parent/Guardian Name	Month	Care Date Range	Status
<input checked="" type="checkbox"/>	Bamboo, Green Panda	Bamboo, Giant	January	01/01/25 - 01/31/25	Completed
<input type="checkbox"/>	[REDACTED]	[REDACTED]	November	11/01/24 - 11/30/24	Not Completed



Complete the same process for all children whose Payment Request Form has been released (i.e., is visible on your screen and listed as “Not Completed”).

- Be sure to select **SAVE** after filling in each form.
- Be sure to select **SAVE & SUMBIT** as the final step for logging attendance.

Viewing the Completed Form...

Once the form has been signed, SAVED, and SUBMITTED, where the ADD SIGNATURE portion had been will now be a record of the signature and date signed.

The screenshot shows a form with two text input areas at the top. The left one is labeled 'Leave a note for BrightSpark?' and contains the text: 'Green Panda will be on vacation for the entire month of March. They will return Tuesday, April 1.' The right one is labeled 'Note from BrightSpark' and contains: 'Hello this is a test note for A 4 Apple'. Below these is a declaration: 'I declare under penalty of perjury laws in the State of Washington that the information provided on this Payment Request Form is true and accurate. It is the responsibility of the Child Care program to alert BrightSpark Early Learning Services/the Best Starts for Kids Subsidy Program if subsidy changes occurred during child's authorization period. For Family Child Care Programs (FCCs), school-age subsidy payments are not capped at the program's published tuition rate.' At the bottom, there are two yellow boxes: 'Signed By' with the name 'Appollonia Washington' and 'Signed Date' with the date '02/02/2025'. Two large orange arrows point from the top text boxes down to these signature and date fields.

Filtering Available Payment Request Forms

The Provider Portal has the ability to filter and see only select Payment Request Forms. The search is available using a single or multiple criteria.

Home | Attendance Log & Payment Request

Review Payment Requests for children assigned to your program. Open each row (Click a row's check mark) to provide us with attendance verification.

Child Name Parent/Guardian Name
Month Status

Child Name Parent/Guardian Name Month Care Date Range Status

Filtering Available Payment Request Forms

Click here to select a search by month.

Review Payment Requests for children assigned to your program. Open each row (Click a row's check mark) to provide us with attendance verification.

Child Name Parent/Guardian Name

Month Status

Filters

Search

<input checked="" type="checkbox"/>	Child Name	Parent/Guardian Name	Month	Care Date Range	Status
<input checked="" type="checkbox"/>	Bamboo, Green Panda	oo, Giant	January	01/01/25 - 01/31/25	Completed
<input type="checkbox"/>	Smith-Ogg, Braxtyn	Adonia	November	11/01/24 - 11/30/24	Not Completed

Filtering Available Payment Request Forms

In this example, “January” was selected and two results were found.

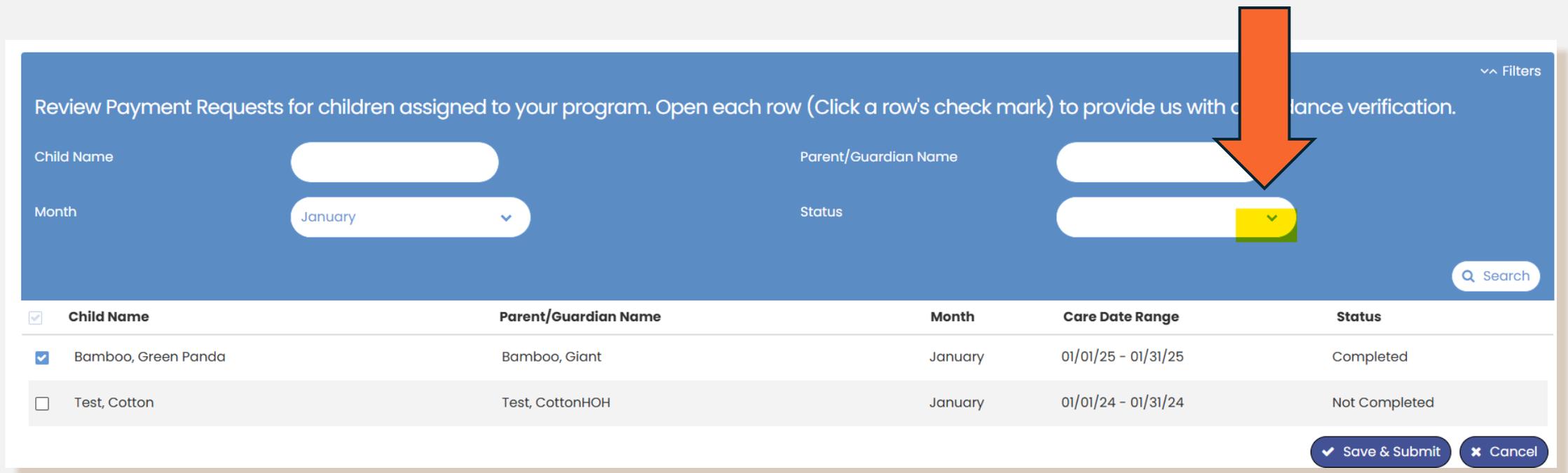
Review Payment Requests for children assigned to your program. Open each row (Click a row's check mark) to provide us with attendance verification.

Child Name Parent/Guardian Name
Month Status

<input type="checkbox"/>	Child Name	Parent/Guardian Name	Month	Care Date Range	Status
<input checked="" type="checkbox"/>	Bamboo, Green Panda	Bamboo, Giant	January	01/01/25 - 01/31/25	Completed
<input type="checkbox"/>	Test, Cotton	Test, CottonHOH	January	01/01/24 - 01/31/24	Not Completed

Filtering Available Payment Request Forms

If we only want to see forms not yet submitted. The filter for status can also be used.



Review Payment Requests for children assigned to your program. Open each row (Click a row's check mark) to provide us with compliance verification.

Child Name Parent/Guardian Name

Month Status

<input checked="" type="checkbox"/>	Child Name	Parent/Guardian Name	Month	Care Date Range	Status
<input checked="" type="checkbox"/>	Bamboo, Green Panda	Bamboo, Giant	January	01/01/25 - 01/31/25	Completed
<input type="checkbox"/>	Test, Cotton	Test, CottonHOH	January	01/01/24 - 01/31/24	Not Completed

Filtering Available Payment Request Forms

After clicking SEARCH to see the results of the applied filters (Month = January, Status = Not Completed), there is only one match, which shows in the space below the blue rectangle.

Home | Attendance Log & Payment Request

Review Payment Requests for children assigned to your program. Open each row (Click a row's check mark) to provide us with attendance verification.

Child Name Parent/Guardian Name

Month Status

<input checked="" type="checkbox"/>	Child Name	Parent/Guardian Name	Month	Care Date Range	Status
<input type="checkbox"/>	Test, Cotton	Test, CottonHOH	January	01/01/24 - 01/31/24	Not Completed

Filtering Available Payment Request Forms

Searching is also available by typing in a portion or all of a child or parent/guardian's name.

Note–

The search for the child Green Panda Bamboo turns up the desired result with:

“Green”

“Green Panda”

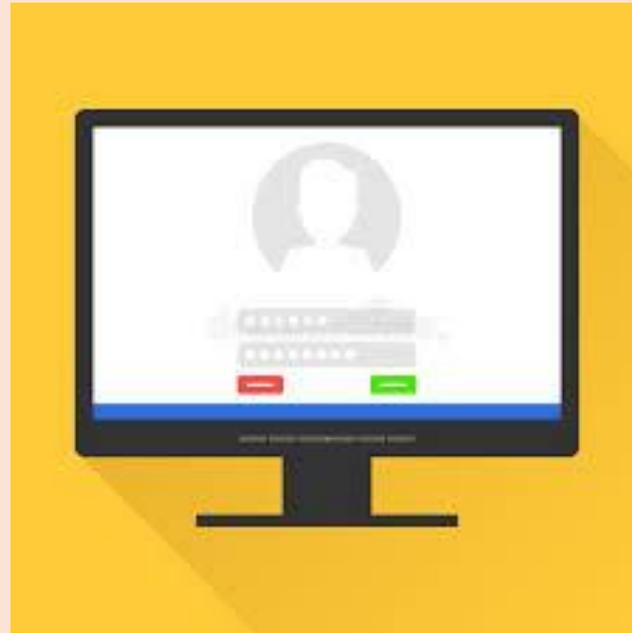
“Bamboo”

“Bamboo, Green Panda”

The search does not work when “Green Panda Bamboo” is entered.

If first and last names are entered, the last name must come before the first name.

Instructions for logging into the Provider Portal start here...



You can log in directly using the url below.

The link is:

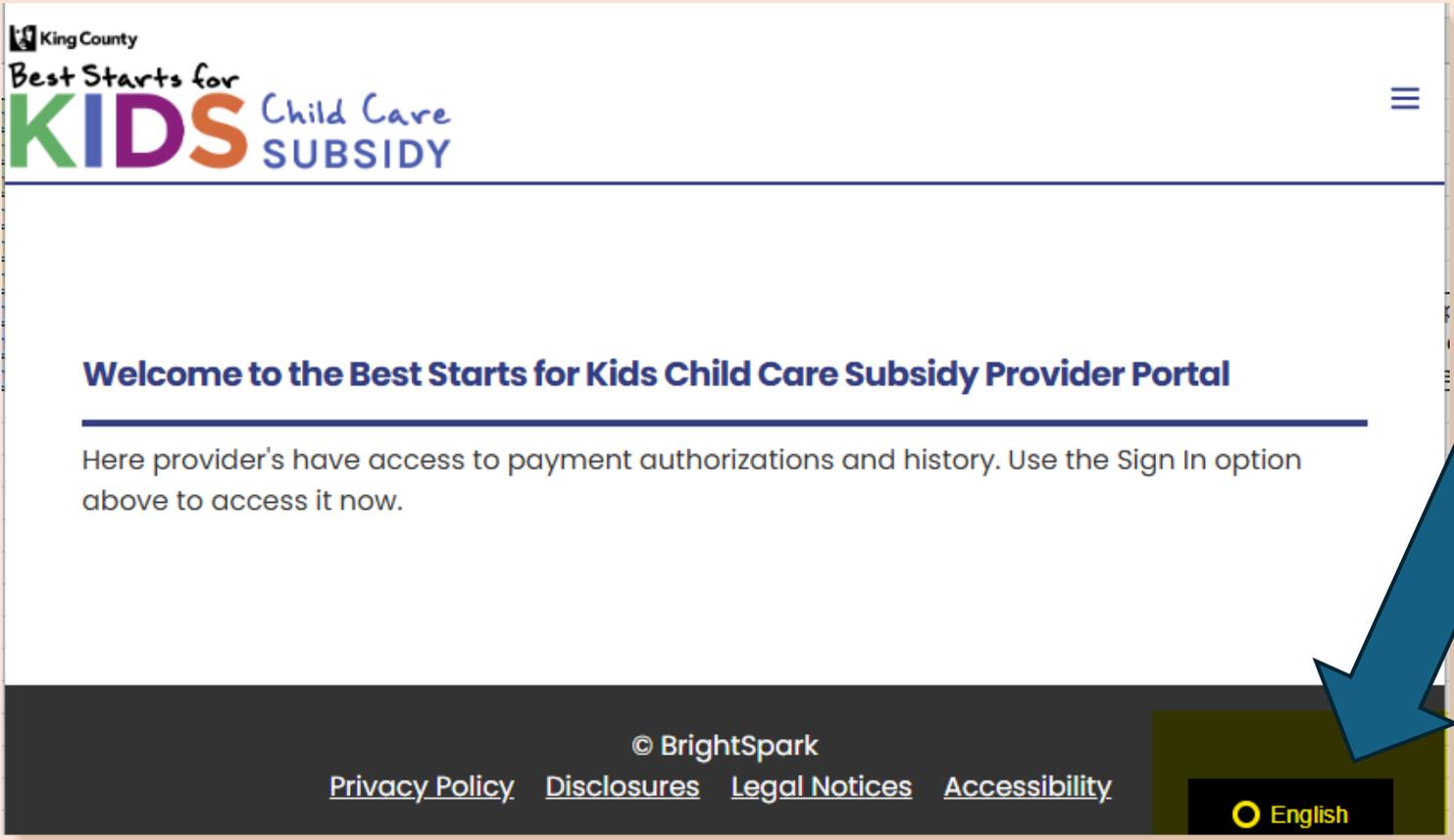
https://prod.caseworkhy.com/CCR_prod-CCRProviderPortalUnAuth.portalnew

King County
Best Starts for
KIDS Child Care
SUBSIDY

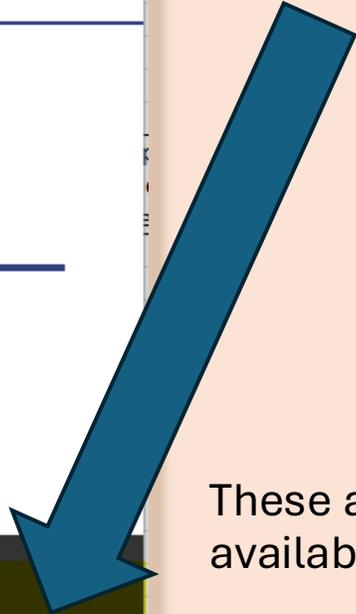
Welcome to the Best Starts for Kids Child Care Subsidy Provider Portal

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

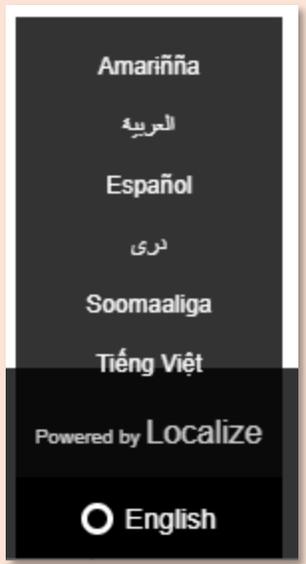
© BrightSpark
[Privacy Policy](#) [Disclosures](#) [Legal Notices](#) [Accessibility](#) English

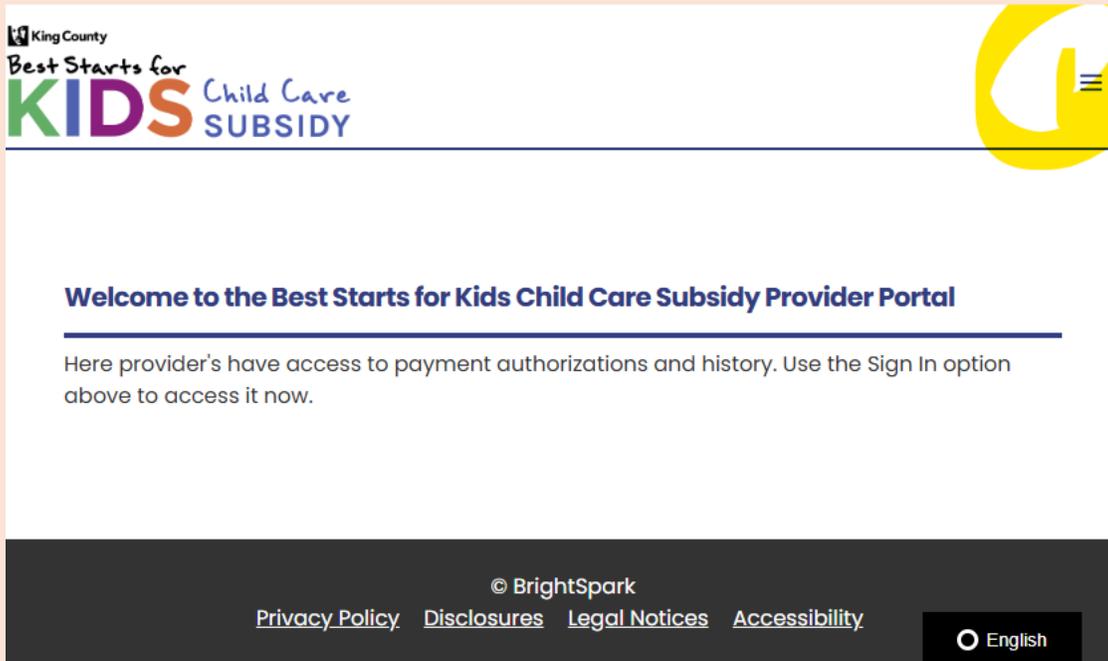


You can change the preferred language by clicking where it says ENGLISH in the lower right-hand corner

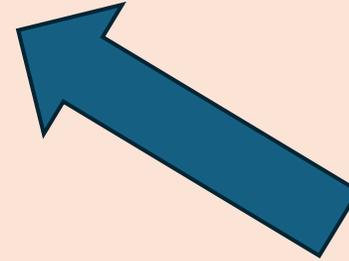


These are the available languages



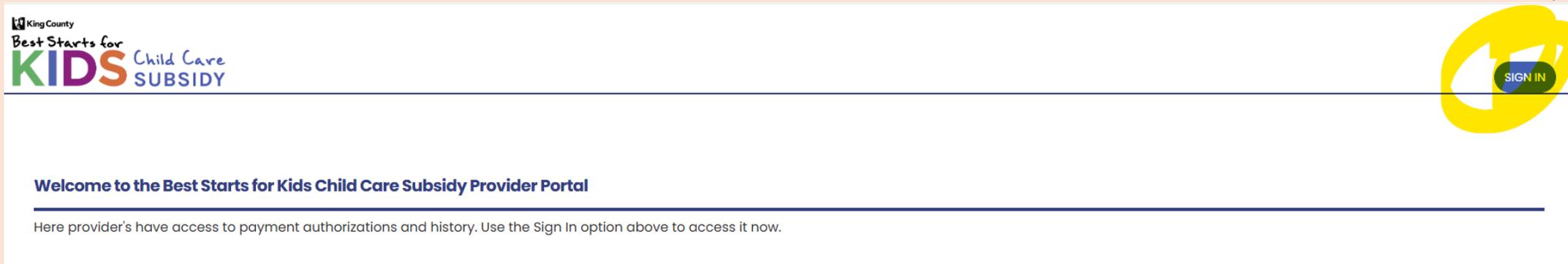
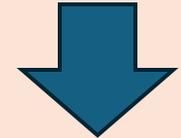


Sign-in



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.

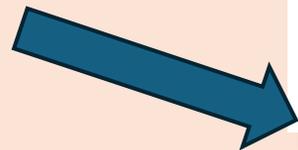
The screenshot shows the login page for the King County Best Starts for Kids Child Care Subsidy. At the top left is the logo with the text "King County Best Starts for KIDS Child Care SUBSIDY". At the top right is a "SIGN IN" button. The main heading is "Family & Provider Log-In". Below this, there is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

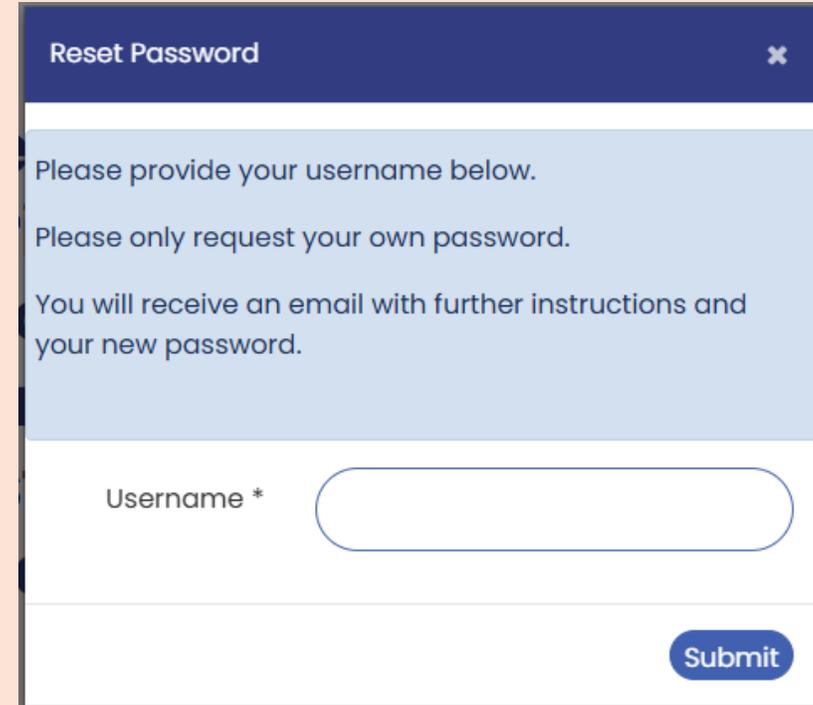
[Forgot Password ?](#) | [Need Help ?](#)

[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 body. The form contains the following text and elements:

- Header: 'Reset Password' with a close button (X).
- Instructions: 'Please provide your username below.', 'Please only request your own password.', and 'You will receive an email with further instructions and your new password.'
- Form field: 'Username *' with an empty rounded rectangular input box.
- Submit button: A blue button labeled 'Submit' in the bottom right corner.

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. (!@#\$\$%^&*{()\\|/)

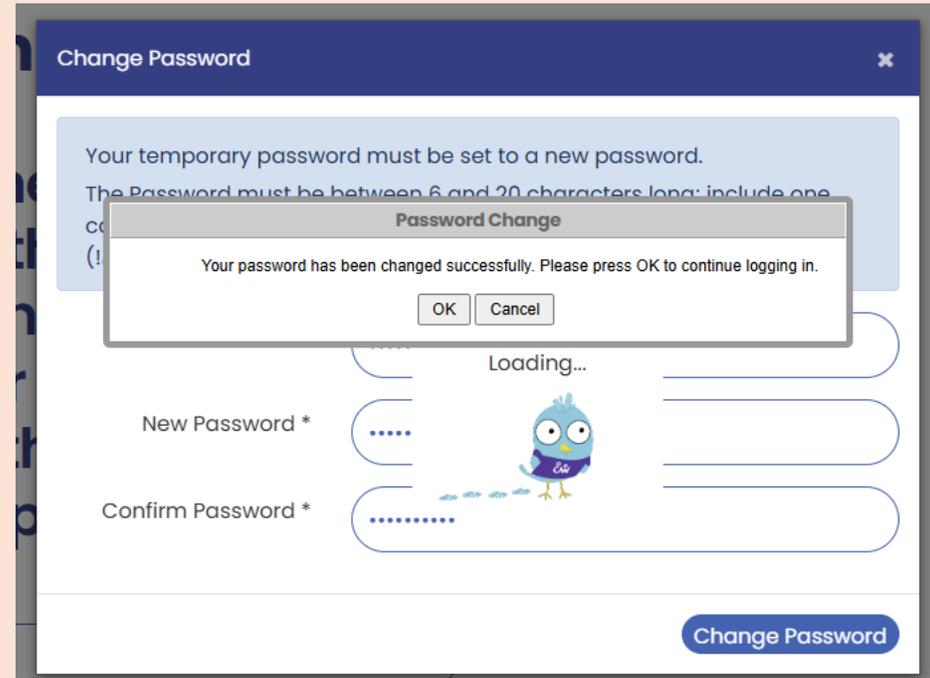
Password *

New Password *

Confirm Password *

[Change Password](#)

Click OK after receiving the password successfully reset message



The image shows a 'Change Password' dialog box with a dark blue header and a close button. The main content area has a light blue background with the text: 'Your temporary password must be set to a new password. The Password must be between 6 and 20 characters long; include one...'. A smaller, white 'Password Change' dialog box is overlaid on top, containing the message: 'Your password has been changed successfully. Please press OK to continue logging in.' with 'OK' and 'Cancel' buttons. Below the success message, there is a 'Loading...' indicator and a cartoon blue bird character. The main dialog box also features two password input fields labeled 'New Password *' and 'Confirm Password *', and a 'Change Password' button at the bottom right.

Thank you.



- Please contact us if you have any questions regarding portal access or the Payment Request Forms. 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.