Childcare Assistance
application form

Use this application to apply for:

- **Childcare Subsidy** – for children aged under 5 years (or under 6 years if they get the Child Disability Allowance)
- **OSCAR Subsidy** – for school children aged 5–13 years (or 14–18 years if they get the Child Disability Allowance)

If you need more information go to www.studylink.govt.nz and search using the key word *Childcare* or call us on **0800 88 99 00**.

We suggest that you read these instructions before you fill in the application, so you get a feel for what is needed.

**Support we can give parents and caregivers**

We may be able to help with assistance towards childcare costs if:

- you are the main caregiver of the child, and
- your family is on a low or middle income, and
- you are a New Zealand citizen or permanent resident, and
- your child has at least three hours of care a week.

The childcare assistance available to you will depend on your individual situation and the type of childcare your child is enrolled in.

If you have a 3 or 4 year old child, they may be able to get up to 20 hours of early childhood education (20 Hours ECE) funded by the Government. It will depend on the type of childcare service your child attends and whether they offer 20 hours ECE.

**Apply now - before your child starts the programme.**

So you can get a subsidy from the day your child starts the programme, you need to apply **before** your child’s first day. This is especially important for school holidays.

Find the best way to finance your future www.studylink.govt.nz
This application form is made up of:
- an applicant’s form – this is for you to fill out (pages 5 to 15)
- a partner form – this is for your partner (if you have one) to fill out (pages 16–23)
- Privacy Statement – this is what we do with the information you give us (page 24)
- a form for your childcare provider to complete. If you have more than one childcare provider, you can use the second provider form (pages 25–28).

Tick the small square boxes. For example, if your answer to a question is ‘Yes’, tick the box next to the word ‘Yes’.

Write in the longer boxes. If you do not have enough room to write the answer to a question, use another piece of paper and attach it to the form.

Often this form tells you what to do next
If you see **Text tells you what to do next** we want you to answer in the following spaces.

If you see **Go to question #** go to the question number given.

If we do not give you a question number to go to, answer the next question.

We use the following to show when we need documents and to help you answer questions
- **Documents you need to provide.**
- **Information about a question.**
- **How to answer a question.**

The easiest and fastest way to return your completed form to us is online using [www.connect.co.nz](http://www.connect.co.nz). Please remember to include your name and client number with any documents that you send to us.

For more ways to contact us, visit our website [www.studylink.govt.nz](http://www.studylink.govt.nz)

You must give us all the information we need.
If you do not have all the information we need, talk with us and we may be able to help.

If we find out later that any information you give us is not true, or that you knew information you should have told us and did not tell us, we may stop paying your subsidy. You might need to pay money back, we may impose a penalty, and you could be prosecuted.
Childcare Assistance checklist

Once you have filled out the application form, use this page to check you have done everything you need to and have gathered all the documents you need to provide.

Talk to us if you do not have any of the documents, have given them to us recently or if there might be a delay in getting them.

### What you need to send us

#### Proof of who you are:

<table>
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<tr>
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All people applying send to provide **two** more documents that help to prove who you are (for example, a marriage certificate, bank statement, phone or power account, driver licence).

One of the documents above must be at least two years old.

#### Other things you must provide:

- A form or letter from Inland Revenue showing your tax number.
- Full birth certificates for each dependent child in your care.
- Your full set of business accounts, if you have your own business.

#### Depending on answers, you may need to provide:

- Your marriage or civil union certificate, for a current relationship.
- Proof of your wages or salary for the last 52 weeks (for example, payslips, a letter from your employer).
- Proof of any other before-tax income for the last 52 weeks (for example, interest, child support, rental income, etc.).

**INFORMATION NOTE:**
Documents need to be a verified copy. A verified copy is a copy of the original document which has been certified as a true copy by a Solicitor/Lawyer, Notary Public, Registrar of the Court or Justice of the Peace.

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Childcare Assistance
applicant’s form

In the applicant form, ‘you’, ‘your’, and ‘yourself’ means the person applying for Childcare Assistance.
If we say ‘your partner’ this only applies to you if you have one.

Tell us about yourself
If you have received a benefit or extra financial help from us before, write your client number here if you know it.
This number can be found on your Community Services Card if you have one.

Client number

Tell us the names you have been known by

What is your full name?

Mr  Mrs  Ms  Miss  Other

First and middle names

Surname or family name

Is the name on your birth certificate the same as above?

No  Tell us the name that is on your birth certificate  Yes

First and middle names

Surname or family name

Have you ever been known by any other name?

No  Yes  Write them all out below

1.

2.
What name would you like us to call you?

- The name I wrote in Question 1
- The name I wrote in Question 2
- Other

What date were you born?

Day Month Year

Are you:

- Male
- Female

What is your Inland Revenue tax number?

Tell us more about you

Where do you live?

Flat/House number Street Name

Suburb

Town/City

Is your mailing address different from where you live?

- No
- Yes

Tell us your mailing address

How else can we contact you?

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home phone</td>
<td>(      )</td>
</tr>
<tr>
<td>Mobile phone</td>
<td>(      )</td>
</tr>
<tr>
<td>Other phone</td>
<td>(      )</td>
</tr>
<tr>
<td>Fax</td>
<td>(      )</td>
</tr>
</tbody>
</table>
INFORMATION FOR Q11:
If you give us your mobile number or email address we may use these to send you text messages or emails to let you know about important changes, appointment reminders or that it’s time to reapply if you’re continuing with your studies. This must be your own mobile number or email address. Do not give the contact details of your education provider.

Do you agree to get emails from us?
- No
- Yes
- Tell us your mailing address
- I don’t have an email address

Tell us your ethnicity
INFORMATION FOR Q12:
We collect this information for statistics that we use in research and future development work.

Tick the group(s) you most identify with.
- Māori
- Which tribe(s) or iwi?
- New Zealand European
- Niuean
- Samoan
- Indian
- Other European
- Tokelauan
- Tongan
- Chinese
- Cook Island Māori
- Other
- Please write below
- Do not want to answer

Tell us about your residence status
HOW TO ANSWER Q13:
This means that you consider New Zealand your home, you are a legal resident, you usually live here and you intend to stay.

Do you usually live in New Zealand?
- No
- Yes

What best describes your residence status in New Zealand? Tick only one box.
- New Zealand citizen by birth
- Granted New Zealand citizenship
- Granted permanent residency
- Other

When did you arrive in New Zealand?

What country were you born in?
Tell us about your work, education and activities

By ‘work’ we mean any employment for which you get paid or get other advantages for, such as free or subsidised board, payments in kind, drawings from a business or childcare payments from an employer.

Tell us about your work

17

Tell us the reason you or your partner (if you have one) are applying for childcare assistance. Tick all that apply.

☐ Work
☐ Work-related course or studying
☐ Doing activities arranged by Work and Income
☐ Another reason  

Please explain why you are applying

Are you working?

☐ No  Go to question 22  ☐ Yes

Who are you working for?

Employer’s name
Employer’s address
Employer’s phone number (   )
Employer’s email or fax

How many hours a week, including lunch hours, do you spend at work?

☐

How many hours a week do you spend travelling from the childcare service to work and returning?

☐

Tell us about your education

22

Are you on a work-related course or studying?

☐ No  Go to question 30  ☐ Yes

What are the details of the training organisation?

Training organisation’s name
Training organisation’s address
Training organisation’s phone number
Training organisation’s email
What is the name of your course?

Is the course NZQA accredited?

No

Yes

What are the start and finish dates of the course?

Start date

Finish date

Day

Month

Year

Day

Month

Year

How many hours a week do you spend at your course?

How many hours a week do you spend on other study?

How many hours a week do you spend travelling from the childcare service to your course and returning?

Tell us about your activities

Are you doing activities arranged for you by Work and Income?

No

Go to question 34

Yes

What type of activities are you doing?

How many hours a week do you spend at that activity?

How many hours a week do you spend travelling from the childcare service to your activity and returning?

Other reasons for childcare

Are you applying for childcare assistance because of medical reasons?

No

Yes

How long is the medical condition expected to last?

How many hours a week do you need childcare?
Tell us about your income and assets

Do you expect to get income from any of the following sources in the next 52 weeks?

Tick one box in each line below

<table>
<thead>
<tr>
<th>Source</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages or salary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paid parental leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Termination pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Redundancy pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accident compensation (eg ACC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income insurance (replacement/protection)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farm or business income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments from self employment or contract work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest from savings, investments, or bonds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dividends from shares, unit trusts, or managed funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from rents</td>
<td></td>
<td></td>
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<tr>
<td>Payments from boarders or flatmates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Support payments</td>
<td></td>
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<tr>
<td>Other income for a child</td>
<td></td>
<td></td>
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<tr>
<td>Maintenance payments</td>
<td></td>
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<td>Payments from a former partner</td>
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<tr>
<td>Student Allowance, scholarship, or Student Loan living cost payments</td>
<td></td>
<td></td>
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<tr>
<td>Overseas pension, benefit or allowance payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other superannuation or retirement scheme income (government or private)</td>
<td></td>
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<tr>
<td>Income from an estate, if you have inherited money</td>
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<tr>
<td>Income from trusts</td>
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</tr>
<tr>
<td>Other</td>
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</table>
HOW TO ANSWER Q37:
How often do you expect the payment, such as weekly, fortnightly, monthly, one-off. The types of income you need to include here are listed on page 10.

Did you answer ‘Yes’ or ‘Jointly with partner’ to any of the sources of income listed in question 36?

- No
- Yes

Please write the details below. Tell us the before-tax amounts.

<table>
<thead>
<tr>
<th>Where will the payment come from?</th>
<th>You</th>
<th>Jointly with partner</th>
<th>How often do you expect the payment?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
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HOW TO ANSWER Q38:
Other types of payment include advantages such as free or subsidised goods and services (for example, free food, subsidised accommodation).

Will you get other types of payment apart from money in the next 52 weeks?

- No
- Yes

Please tell us about the type of payment and its value.

<table>
<thead>
<tr>
<th>Type of payment</th>
<th>Where will it come from?</th>
<th>Its value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</table>
Tell us about your dependent children

If you need to include more than seven children in your application, please write these details about each one on a separate sheet of paper, and send us them with this application form.

<table>
<thead>
<tr>
<th>Child</th>
<th>Full name</th>
<th>Date of birth</th>
<th>Relationship to you</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Child 2</td>
<td></td>
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<td>Child 3</td>
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<td></td>
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<td>Child 4</td>
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<td>Child 5</td>
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<td>Child 6</td>
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<tr>
<td>Child 7</td>
<td></td>
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ATTACHMENT FOR Q39:
Send us the birth certificate for each dependent child unless you have given them to us recently.

HOW TO ANSWER Q39
Please give the names of children you support financially and who live with you as a member of your family, including:

- your own children
- adopted children
- stepchildren
- children at boarding school
- grandchildren / mokopuna
- children you have shared care for.

The child’s name should be the same as on the child’s birth certificate.
### HOW TO ANSWER 40:
- If you have a 3 or 4 year old child, they may be able to receive up to 20 hours of free early childhood education (20 Hours ECE). It will depend on the type of childcare service your child attends and whether they offer free hours.

#### Which children receive 20 hours ECE from any childcare service?
- None of my children

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- Which childcare service/s does the child receive 20 Hours ECE from?
- How many hours are received per week in total?
- What date did the 20 Hours ECE start? Day Month Year

### INFORMATION FOR Q41:
The Childcare Subsidy is for children aged under 5 years (or under 6 years if they get the Child Disability Allowance).

#### Which children do you wish to receive Childcare Subsidy for?
- None of my children

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### INFORMATION FOR Q42:
The OSCAR Subsidy is for school children aged 5–13 years (or 14–18 years if they get the Child Disability Allowance).

#### Which children do you wish to receive OSCAR Subsidy for?
- None of my children

<table>
<thead>
<tr>
<th>Child</th>
<th>Child's name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you are granted OSCAR subsidy, you will have to complete an OSCAR declaration for every term and holiday care.
Tell us about your relationship status

Definition of a relationship for benefit purposes

Whether people are single or a couple affects eligibility for certain income assistance and the rate at which we can pay that assistance.

When we decide your entitlement to income assistance, we will consider you to be in a relationship if you are married, in a civil union, or in a de facto relationship, and have a degree of companionship.

By degree of companionship, we mean two people (of the same or opposite sex):

- are committed to each other emotionally for the foreseeable future and
- are financially interdependent on each other.

To give you a better idea of what we mean by this, think about whether:

- you live together at the same address most of the time
- you live separately but stay overnight at each other’s place a few nights a week
- you share responsibilities, for example bringing up children (if any)
- you socialise and holiday together
- you share money, bank accounts or credit cards
- you share household bills
- you have a sexual relationship
- people think of you as a couple
- you give each other emotional support and companionship
- your partner would be willing to financially support you if you couldn’t support yourself.

Do you understand our definition of a relationship?

I understand the definition of a relationship for benefit purposes

Do you have a partner?

By ‘partner’ we mean someone you are in a relationship with. If you are not sure, please talk to us.

No  Go to page 15  Yes

What is your partner’s full name?

What date was your partner born?

Day  Month  Year

What is your relationship status with your partner?

Please tick one of the following boxes

- Married
- In a civil union
- In a relationship

ATTACHMENT FOR Q47:
Send us your marriage or civil union certificate for your current relationship.
Obligations and signature

Change of circumstances
I must tell StudyLink or my Contracted Service Provider (where I have one assigned to me) immediately if either my partner or I:

- have a change in work situation (such as starting part-time, casual or full-time work, whether paid or unpaid)
- become self-employed/start to run a business
- have changes to my/our income or financial circumstances
- intend to travel overseas
- start/finish part-time or full-time study
- have changes to personal details (such as name, address or bank account number)
- have changes to my/our living situation (such as marriage or separation, starting or ending a civil union, starting or ending a de facto relationship with someone of the same or opposite sex, change in the number of children supported, change in accommodation costs)
- are imprisoned/held in custody on remand
- are admitted to or discharged from hospital
- have been granted an overseas pension
- have any other change that may affect my/our subsidy entitlement or rate.

Not telling us about changes in your circumstances
I understand that if I do not tell StudyLink or my Contracted Service Provider (where I have one assigned to me) about changes in my life that might affect my subsidy entitlement, or rate, that:

- my subsidy may be reviewed and cancelled, and
- I may have to pay back the total amount of any overpayment that I have received, and
- StudyLink may impose a penalty (up to three times the value of the overpayment), or
- I may be prosecuted and fined or imprisoned.

By signing this application form, you agree to the following

- I understand my responsibility to let StudyLink or my Contracted Service Provider (where I have one assigned to me) know about any changes in my circumstances and what will happen if I do not do this
- The information I have provided is true and complete
- I have read (or had explained to me) and understood the Privacy Statement contained in this application form.

Checklist

- Have you answered all the questions you need to? [ ]
- Have you initialled any changes you have made on the form? [ ]
- Has the childcare provider completed their section (from page 25)? [ ]
- Has your partner (if you have one) completed their section of the form (from page 16)? [ ]
- Have you gathered the other documents you need to provide? [ ]
- Have you signed your application? [ ]

Send this form and documents to us. An appointment is not usually necessary.

Applicant’s name (print)      Applicant’s signature      Date

Day  Month  Year
**Childcare Assistance partner’s form**

### Tell us about yourself

If you have received a benefit or extra financial help from us before, write your client number here if you know it. This number can be found on your Community Services Card if you have one.

**Client number**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

### Tell us the names you have been known by

1. **What is your full name?**

   - [ ] Mr
   - [ ] Mrs
   - [ ] Ms
   - [ ] Miss
   - [ ] Other

   **First and middle names**

   [ ]

   **Surname or family name**

   [ ]

2. **Is the name on your birth certificate the same as above?**

   - [ ] No  
   - [ ] Yes

   **First and middle names**

   [ ]

   **Surname or family name**

   [ ]

3. **Have you ever been known by any other name?**

   - [ ] No
   - [ ] Yes

   **Write them all out below**

   1. [ ]
   2. [ ]

4. **What name would you like us to call you?**

   - [ ] The name I wrote in Question 1
   - [ ] The name I wrote in Question 2
   - [ ] Other

   **Write the full name**

   [ ]
## Tell us more about you

**What date were you born?**

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

**Are you:**

- [ ] Male
- [ ] Female

**What is your Inland Revenue tax number?**

### ATTACHMENT FOR Q7:
Send us a form or letter from Inland Revenue showing your tax number.

## Tell us how we can contact you

**Where do you live?**

<table>
<thead>
<tr>
<th>Flat/House number</th>
<th>Street Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Suburb</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Town/City</th>
</tr>
</thead>
</table>

**Is your mailing address different from where you live?**

- [ ] No
- [ ] Yes

**Tell us your mailing address**

**How else can we contact you?**

<table>
<thead>
<tr>
<th>Home phone</th>
<th>( )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile phone</td>
<td>( )</td>
</tr>
<tr>
<td>Other phone</td>
<td>( )</td>
</tr>
<tr>
<td>Fax</td>
<td>( )</td>
</tr>
</tbody>
</table>

**Do you agree to get emails from us?**

- [ ] No
- [ ] Yes

**Tell us your mailing address**

- [ ] I don’t have an email address
Tell us your ethnicity

INFORMATION FOR Q12:
We collect this information for statistics that we use in research and future development work.

Tick the group(s) you most identify with.

- Māori
- Which tribe(s) or iwi?
- New Zealand European
- Niuean
- Samoan
- Indian
- Other European
- Tokelauan
- Tongan
- Chinese
- Cook Island Māori
- Other
- Please write below
- Do not want to answer

Tell us about your residence status

HOW TO ANSWER Q13:
This means that you consider New Zealand your home, you are a legal resident, you usually live here and you intend to stay.

Do you usually live in New Zealand?

- No
- Yes

What best describes your residence status in New Zealand? Tick only one box.

- New Zealand citizen by birth
  - Go to question 17
- Granted New Zealand citizenship
  - Date citizenship granted
    - Day
    - Month
    - Year
  - Go to question 15
- Granted permanent residency
  - Date permanent residence granted
    - Day
    - Month
    - Year
  - Go to question 15
- Other
  - What is your residence status?

When did you arrive in New Zealand?

- Day
- Month
- Year

What country were you born in?

- Day
- Month
- Year
Tell us about your work, education and activities

By ‘work’ we mean any employment for which you get paid or get other advantages for, such as free or subsidised board, payments in kind, drawings from a business or childcare payments from an employer.

**Tell us the reason you or your partner (if you have one) are applying for childcare assistance.** Tick all that apply.

- [ ] Work
- [ ] Work-related course or studying
- [ ] Doing activities arranged by Work and Income
- [ ] Another reason

Please explain why you are applying

**Are you working?**

- [ ] No
- [ ] Yes

**Who are you working for?**

<table>
<thead>
<tr>
<th>Employer’s name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer’s address</td>
</tr>
<tr>
<td>Employer’s phone number (  )</td>
</tr>
<tr>
<td>Employer’s email or fax</td>
</tr>
</tbody>
</table>

**How many hours a week, including lunch hours, do you spend at work?**

**How many hours a week do you spend travelling from the childcare service to work and returning?**

**Tell us about your education**

**Are you on a work-related course or studying?**

- [ ] No
- [ ] Yes

**What are the details of the training organisation?**

<table>
<thead>
<tr>
<th>Training organisation’s name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training organisation’s address</td>
</tr>
<tr>
<td>Training organisation’s phone number</td>
</tr>
<tr>
<td>Training organisation’s email</td>
</tr>
</tbody>
</table>

**ATTACHMENT FOR Q17:**

If you are applying for medical reasons, you will need to provide proof from the doctor of the number of hours childcare that is needed.

17
18
19
20
21
22
23
What is the name of your course?

Is the course NZQA accredited?

☐ No  ☐ Yes

What are the start and finish dates of the course?

Start date  Finish date

Day  Month  Year  Day  Month  Year

How many hours a week do you spend at your course?

How many hours a week do you spend on other study?

How many hours a week do you spend travelling from the childcare service to your course and returning?

Tell us about your activities

Are you doing activities arranged for you by Work and Income?

☐ No  ☐ Go to question 34  ☐ Yes

What type of activities are you doing?

How many hours a week do you spend at that activity?

How many hours a week do you spend travelling from the childcare service to your activity and returning?

Other reasons for childcare

Are you applying for childcare assistance because of medical reasons?

☐ No  ☐ Yes

How long is the medical condition expected to last?

How many hours a week do you need childcare?
Tell us about your income and assets

### Do you expect to get income from any of the following sources in the next 52 weeks?

**Tick one box in each line below**

<table>
<thead>
<tr>
<th>Source</th>
<th>Yes</th>
<th>No</th>
<th>Jointly with partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages or salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paid parental leave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Termination pay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Redundancy pay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accident compensation (eg ACC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income insurance (replacement/ protection)</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Farm or business income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments from self employment or contract work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest from savings, investments, or bonds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dividends from shares, unit trusts, or managed funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from rents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments from boarders or flatmates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Support payments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other income for a child</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance payments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments from a former partner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Allowance, scholarship, or Student Loan living cost payments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overseas pension, benefit or allowance payments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other superannuation or retirement scheme income (government or private)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from an estate, if you have inherited money</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Income from trusts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### HOW TO ANSWER Q37:
How often do you expect the payment, such as weekly, fortnightly, monthly, one-off. The types of income you need to include here are listed on page 21.

Did you answer ‘Yes’ or ‘Jointly with partner’ to any of the sources of income listed in question 36?

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please write the details below. Tell us the before-tax amounts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Where will the payment come from?</th>
<th>You</th>
<th>Jointly with partner</th>
<th>How often do you expect the payment?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### HOW TO ANSWER Q38:
Other types of payment include advantages such as free or subsidised goods and services (for example, free food, subsidised accommodation).

Will you get other types of payment apart from money in the next 52 weeks?

<table>
<thead>
<tr>
<th></th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please tell us about the type of payment and its value</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of payment</th>
<th>Where will it come from?</th>
<th>Its value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
Obligations and signature

Change of circumstances

I must tell StudyLink or my Contracted Service Provider (where I have one assigned to me) immediately if either my partner or I:

• have a change in work situation (such as starting part-time, casual or full-time work, whether paid or unpaid)
• become self-employed/start to run a business
• have changes to my/our income or financial circumstances
• intend to travel overseas
• start/finish part-time or full-time study
• have changes to personal details (such as name, address or bank account number)
• have changes to my/our living situation (such as marriage or separation, starting or ending a civil union, starting or ending a de facto relationship with someone of the same or opposite sex, change in the number of children supported, change in accommodation costs)
• are imprisoned/held in custody on remand
• are admitted to or discharged from hospital
• have been granted an overseas pension
• have any other change that may affect my/our subsidy entitlement or rate.

Not telling us about changes in your circumstances

I understand that if I do not tell StudyLink or my Contracted Service provider (where I have one assigned to me) about changes in my life that might affect my subsidy entitlement, or rate, that:

• my subsidy may be reviewed and cancelled, and
• I may have to pay back the total amount of any overpayment that I have received, and
• StudyLink may impose a penalty (up to three times the value of the overpayment), or
• I may be prosecuted and fined or imprisoned.

By signing this application form, you agree to the following

• I understand my responsibility to let StudyLink or my Contracted Service provider (where I have one assigned to me) know about any changes in my circumstances and what will happen if I do not do this
• The information I have provided is true and complete
• I have read (or had explained to me) and understood the Privacy Statement contained in this application form.

Checklist

• Have you answered all the questions you need to?
• Have you initialled any changes you have made on the form.
• Have you gathered the other documents you need to provide?
• Have you signed your application?

Partner’s name (print) Partner’s signature Date

Tick when completed

Day Month Year
Privacy Statement

The Ministry of Social Development includes Work and Income, MSD Housing Assessment, Senior Services, StudyLink and other service lines. The legislation administered by the Ministry of Social Development allows us to check the information that you give us. This may happen when you apply for assistance and at any time after that. The Privacy Act 1993 requires us to tell you why we collect the information and what we will do with it.

Why we collect information

The information you give us or your Contracted Service Provider is collected under the authority of the legislation administered by the Ministry of Social Development and will be held by the Ministry of Social Development and/or your Contracted Service Provider.

The information is collected for the purposes of the legislation administered by the Ministry of Social Development including:

- granting benefits and other assistance under the Social Security Act 1964
- granting student loans and student allowances under the Education Act 1989
- delivering superannuation services under the New Zealand Superannuation and Retirement Income Act 2001 and the Veterans' Support Act 2014
- assessing eligibility for social housing and calculating income-related rents under the Housing Restructuring and Tenancy Matters Act 1992
- care and protection needs of children under the Children, Young Persons and their Families Act 1989
- providing support and services for you and your family in relation to employment, education and housing
- assessing whether you and/or your partner (if you have one) may be entitled to an overseas pension, benefit or allowance.

MSD may also use the information for statistical and research purposes, and for providing advice to Government.

The Ministry of Social Development and your Contracted Service Provider will exchange information about you in order to provide you with your correct financial assistance and other services. Your Contracted Service Provider may collect information from other agencies where that information is relevant to the services that the Contracted Service Provider is providing you.

You are not required to give the Ministry of Social Development or your Contracted Service Provider information, but if you do not give them, or us, all the information we ask for, your application for benefits and other assistance may be declined.

The term Contracted Service Providers has the meaning given by section 125A(1), Social Security Act 1964, and references to Contracted Service Provider in this privacy statement only apply where one has been assigned to you.

We may use information for social housing

Information you give us when you apply for assistance, and at any time after that, may also be used for social housing purposes under the Housing Restructuring and Tenancy Matters Act 1992, including reviewing your eligibility for social housing or your income-related rent.

Social housing is subsidised housing available to people in the greatest need of housing for the duration of their need. It is provided by Housing New Zealand and approved community housing providers.

We may contact health providers

The Ministry of Social Development or your Contracted Service Provider may contact health providers to check any health related information you give us.

We may compare the information you give us with information held by other agencies

The information you give us, or your Contracted Service Provider, may be compared with information held by other agencies such as Inland Revenue, the Ministry of Education, the Ministry of Justice, New Zealand Defence Force, Department of Corrections, New Zealand Customs Service, Department of Internal Affairs, Accident Compensation Corporation, Housing New Zealand Corporation, Ministry of Health, New Zealand Qualifications Authority, Tertiary Education Commission, Student Job Search, education providers, and Immigration New Zealand. It may also be compared with social security information (for example, pension or benefit information) held by other governments (including Australia, the Netherlands and Malta).

We may share information with Inland Revenue

Under the Tax Administration Act 1994, if you have dependent children, the information you give us, or your Contracted Service Provider, may be shared with Inland Revenue for the purpose of administering Working for Families Tax Credits. Inland Revenue may also:

- use the information for the purposes of child support, student loans and taxation
- disclose it to the Ministry of Business, Innovation, and Employment, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
- disclose your personal information to your partner.

We may give information to employers, childcare providers, service providers and social housing providers

The Ministry of Social Development or your Contracted Service Provider may:

- give employers (and recruitment agencies, immigration advisors and immigration consultants acting on behalf of employers) information about you to find you employment and contact the employer to discuss the result of any job interview that you are referred to
- share information with childcare centres to administer your entitlement to childcare assistance
- give information about you to the Tertiary Education Commission, Workbridge, training providers, education providers, career services or other agencies that have a formal agreement to provide services on behalf of the Ministry of Social Development.
- share information about you with social housing providers (such as Housing New Zealand) to administer your housing-related assistance.

We may use your information to give you a better service

Other information that you give us or your Contracted Service Provider (for example, on your skills, aspirations, family circumstances) that is not required to assess your entitlement to a benefit may be used by us or your Contracted Service Provider to provide a better service to you.

You have the right to see your information and ask for it to be corrected

Under the Privacy Act 1993 you have the right to ask to see all information we, or your Contracted Service Provider, hold about you and to ask them, or us, to correct that information.
Keep this application moving
So the subsidy can start from the day the child starts the programme, we need the application before the child’s first day. This is especially important for school holidays.
Your childcare service or OSCAR programme must already be approved to provide childcare and have a Work and Income childcare service/OSCAR provider number.

What is the name of your childcare service/OSCAR programme?

What is your Work and Income childcare service/OSCAR provider number?

What are your organisation’s contact details?

Work phone (  )
Mobile phone (  )
Email

INFORMATION FOR Q4:
If you offer 20 Hours ECE you can’t charge a fee for those hours. The Childcare Subsidy cannot be used to cover any donations or optional charges that may be asked.

Does your childcare service offer 20 Hours ECE?

[ ] No  [ ] Yes

Do you charge a holding or absence fee?

[ ] No  [ ] Yes
**How to answer Q6:**
Please tell us your hourly fee after you have applied any discount (for example staff discount) but before any Work and Income subsidy is applied.
If you do not have an hourly fee (for example if you have a session fee), please write 'N/A' in this box and just tell us the total weekly fee, before subsidy.

<table>
<thead>
<tr>
<th>Child</th>
<th>Child’s full name</th>
<th>Hours of care (weekly total)</th>
<th>Hours of 20 Hours ECE received (weekly total)</th>
<th>Care start date</th>
<th>Care end date – OSCAR only</th>
<th>Your hourly fee (before subsidy)</th>
<th>Total weekly fee (before subsidy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Child 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Child 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Child 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Supervisor’s statement**
- The information I have provided is true and complete.
- I have authority to complete this form for my organisation.

Supervisor’s name (print)  Supervisor’s signature  Date

Day  Month  Year
Childcare Service/OSCAR Programme supervisor’s form

This is an extra form in case you need it or if your children go to more than one childcare provider. This form needs to be completed by the supervisor of the childcare or OSCAR programme. The information is required under section 12 of the Social Security Act 1964.

Childcare service/OSCAR programme details

1. What is the name of your childcare service/OSCAR programme?

2. What is your Work and Income childcare service/OSCAR provider number?

3. What are your organisation’s contact details?
   - Work phone (   )
   - Mobile phone (   )
   - Email

4. INFORMATION FOR Q4:
   - If you offer 20 Hours ECE you can’t charge a fee for those hours. The Childcare Subsidy cannot be used to cover any donations or optional charges that may be asked.

5. Does your childcare service offer 20 Hours ECE?
   - No    Yes

6. Do you charge a holding or absence fee?
   - No    Yes
**HOW TO ANSWER Q6:**
Please tell us your hourly fee after you have applied any discount (for example staff discount) but before any Work and Income subsidy is applied.
If you do not have an hourly fee (for example if you have a session fee), please write ‘N/A’ in this box and just tell us the total weekly fee, before subsidy.

**Please provide details of the care for each child.**

<table>
<thead>
<tr>
<th>Child 1</th>
<th>Child’s full name</th>
<th>Hours of care (weekly total)</th>
<th>Hours of 20 Hours ECE received (weekly total)</th>
<th>Care start date</th>
<th>Care end date – OSCAR only</th>
<th>Your hourly fee (before subsidy)</th>
<th>Total weekly fee (before subsidy)</th>
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<thead>
<tr>
<th>Child 2</th>
<th>Child’s full name</th>
<th>Hours of care (weekly total)</th>
<th>Hours of 20 Hours ECE received (weekly total)</th>
<th>Care start date</th>
<th>Care end date – OSCAR only</th>
<th>Your hourly fee (before subsidy)</th>
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<tr>
<th>Child 3</th>
<th>Child’s full name</th>
<th>Hours of care (weekly total)</th>
<th>Hours of 20 Hours ECE received (weekly total)</th>
<th>Care start date</th>
<th>Care end date – OSCAR only</th>
<th>Your hourly fee (before subsidy)</th>
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<tr>
<th>Child 4</th>
<th>Child’s full name</th>
<th>Hours of care (weekly total)</th>
<th>Hours of 20 Hours ECE received (weekly total)</th>
<th>Care start date</th>
<th>Care end date – OSCAR only</th>
<th>Your hourly fee (before subsidy)</th>
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**Supervisor’s statement**

- The information I have provided is true and complete.
- I have authority to complete this form for my organisation.

Supervisor’s name (print)  Supervisor’s signature  Date

Day  Month  Year