

# Special Needs Grant – International Custody Dispute Payment



**Work and Income**  
Te Hiranga Tangata

A service of the Ministry of Social Development

CLIENT NUMBER

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## Who can get this payment?

*If you need help filling in this form, please ask at your nearest Work and Income Service Centre, or phone:*

- 0800 559 009 within New Zealand
- +64 9913 0300 outside New Zealand.

*Mehemea e hiahia me awhina a koe ki te whakaki i tenei panui, haere*

*patai ki te poari o te Work and Income tata tonu ki a koe.*

*Afai e te mana'omia se fesoasoani i le faatumuina o so'o se pepa talosaga e uiga i penefiti, faamolemole faafesoota'i le ofisa o le Work and Income.*

## What to bring

*Please ask Work and Income staff for help if:*

- you do not have any of the documents we asked for
- you think there could be a delay in providing this information.

*Please send verified photocopies of identification, not the original documents. Verified photocopies can be done at any Work and Income Service Centre or by your lawyer.*

In order to qualify for the Special Needs Grant International Custody Dispute Payment you must:

- be the principal caregiver of a dependent child/children
- be in hardship, **and**
- have exhausted all other avenues of financial support that might reasonably be available.

**And** either be:

- in New Zealand under a **temporary or limited purpose permit** with the child for the purposes of resolving custody and access proceedings, **or**
- a New Zealand citizen/permanent resident and in another country under the **Hague convention** to resolve the custody dispute.

**This is an income and asset tested payment.**

**To apply for this financial assistance you must complete this application form and provide the following information or verified photocopy:**

1. a birth certificate or passport, and one other form of identification, eg driver's licence
2. verification of any name change
3. a form or letter from Inland Revenue showing your IRD (tax) number
4. gross income details (eg weekly gross wage and gross holiday pay) for the 52 week period immediately before application **and** details of your last 26 weeks gross income
5. verification of bank account details
6. verification of your and your partner's (if you have one) assets
7. verification of any accommodation costs
8. verification of custody proceedings and court dates
9. full birth certificates for your children.

### **Renting:**

If you rent, please bring proof of how much you pay (your rent book or letter from your landlord). You are not entitled to receive help with accommodation if you pay rent for a property owned or managed by Housing New Zealand.

### **Boarding:**

If you board, please bring proof of how much you pay (receipts or letter from the person you board with).

### **Own your home:**

If you own your own home, please bring proof of how much you pay for your mortgage, council rates, house insurance, repairs and maintenance.

### **Your partner's details:**

**If you have a partner, you need to bring in the following information about them:**

1. a birth certificate or passport, and one other form of identification, eg driver's licence.
2. verification of any name change.
3. a form or letter from Inland Revenue showing their IRD (tax) number.
4. their gross income details (eg weekly gross wage and gross holiday pay) for the 52 week period immediately before application **and** details of the last 26 weeks gross income.
5. full birth certificates for any children that you support.
6. verification of bank account details.

## Privacy Statement

The legislation administered by the Ministry of Social Development allows us to check the information that you give us in this form.

This may happen when you apply for a benefit and at any time after that.

### The Privacy Act 1993 requires us to tell you that:

- The information you give us is collected under the authority of the legislation administered by the Ministry of Social Development.
- The information will be held by the Ministry of Social Development.
- The information is collected for the purposes of the legislation administered by the Ministry of Social Development (including Work and Income, Child Youth and Family and other services lines of the Ministry), and in particular for:
  - granting benefits and other assistance under the Social Security Act 1964
  - statistical and research purposes
  - providing advice to Government
  - providing support and services to you and your family
- Other information that you give us on your skills, aspirations, family circumstances etc, and that is not required to assess your entitlement to a benefit may be used to provide a better service to you by the Ministry of Social Development.
- The information you give us may be compared with information held by Inland Revenue, the Ministry of Justice, the Department of Corrections, the New Zealand Customs Service, the Department of Internal Affairs, the Accident Compensation Corporation, Housing New Zealand Corporation, Ministry of Health 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 and the Netherlands).
- Under the Privacy Act 1993 you have the right to ask to see all information we hold about you, and to ask us to correct that information.

## Obligations

Work situation changes include starting part-time casual or full-time work, whether paid or unpaid.

Changes to your living situation include:

- 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
- marriage or separation
- entering or ending a civil union.

### I must tell Work and Income immediately if either my partner or myself:

- have a change in financial circumstances
- intend to travel overseas
- have changes to personal details (such as name, address or bank account number)
- have been granted an overseas pension
- have any other changes that may affect my finances
- lose care of our child/ren
- get residence/work permit
- get work
- leave the country
- reach an outcome of the custody access proceeding

### I understand that:

- if I have made a false statement, **or**
- if I have failed to answer all the questions in full, **or**
- if I do not tell Work and Income about changes in my life that might affect my payment, **then**
- my payment may be reviewed, **and**
- I may have to pay back the total amount of any overpayment that I have received.

The information I have given in this application is true and correct to the best of my knowledge and I have omitted no relevant information.

I am aware of and understand the Privacy Act information contained in this application form.

## Additional information

Contact name

Information required by

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Day Month Year

# Special Needs Grant – International Custody Dispute Payment



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Please complete all questions – if not applicable write 'nil'.

## Name

Give any other names that you use now or have used in the past (including your maiden name).

1. What is your name?

First names

Surname or family name

2. Are you known by or have you used any other names?

No

Yes  Please give details below:

1.   
2.

3. Are you: Male  Female

4. What do you want to be called?

Mrs  Miss  Ms  Mr  No title  Other

Please tick one box to show the title you want to be known by.

## Birth date

5. What is your date of birth?

Day Month Year

## Address

Please give your house number, street, suburb, and town or city.

A house number could include:

- Street number
- Fire
- RAPID
- Emergency Services.

A mailing address could include:

- Street address
- Postal Box (PO Box)
- Rural delivery details
- C/O address.

6. Where do you live?

Flat/House no. Street name

Suburb City

7. What is your mailing address (if different from above)?

If you live at a rural address please include your rural delivery details here.

8. How can we contact you?

Work phone Home phone Mobile

Email Facsimile

## Past benefits

9. Are you currently receiving any type of benefit?

No

Yes  What type of benefit?

10. Have you ever received any type of benefit before?

No  Go to Question 12.

Yes  What type of benefit?

11. What was your client number?



## Dependent Children

Please give the names of any children that you financially support and are living with you as a member of your family, including:

- stepchildren
- children at boarding school
- adopted children
- grandchildren
- mokopuna.

You will need to provide proof of this income.

## Partner

A partner is your spouse (husband or wife), your civil union partner, or a person of the same or opposite sex with whom you have a de facto relationship.

## Assets

Examples of cash assets:

- money in bank or savings organisation
- money lent to other people or organisations
- money in Bonus Bonds, shares, debentures or government stock.

Examples of non-cash assets:

- leisure boats
- caravans
- land or buildings other than your home, eg holiday homes.

You will need to provide proof of the value and any money owing on any non-cash assets you own.

### 24. Do you have dependent children in your care?

No  › Go to Question 26      Yes  › Please give details below

1	/	/
Child's full name	Date of birth	
Relationship to you      Other parent's name		
2	/	/
Child's full name	Date of birth	
Relationship to you      Other parent's name		
3	/	/
Child's full name	Date of birth	
Relationship to you      Other parent's name		

### 25. Do you receive any income for any of these children?

No       Yes  › Please give details below:

Child's full name	Type of income	Weekly amount

### 26. Do you have a partner?

No  › Are you:     Single       Living apart/separated       Divorced  
 Widowed       Civil union dissolved

Yes  › Are you:     Married       In a relationship       In a civil union

### 27. What is your partner's name?

### 28. What is your partner's date of birth?

Day	Month	Year

### 29. Do you and/or your partner have any cash assets?

No       Yes  › Please give details below and provide proof of these assets.

Type of asset	You	Your partner	Jointly owned
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

### 30. Do you and/or your partner have any non-cash assets?

No       Yes  › Please give details below and provide proof of these assets.

Type of asset	You	Your partner	Jointly owned	Any money owing
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

## Other Income

Examples of income from other sources:

- wages or salary
- accident compensation
- farm or business income (include drawings)
- self employment
- interest from savings or investments
- dividends from shares
- income from rents
- redundancy or termination type payments
- Child Support
- maintenance payments
- boarders
- any other income, eg family trust
- student allowance.

Give gross (before tax) income.

You will need to provide proof of these details.

## Ethnic group

This information is for statistics and will be used for research and future development work.

You don't have to answer if you don't want to.

## Financial Assistance

31. Did you get income from any source in the last 52 weeks?

No  Yes  ▶ Please give details below:

Source (eg bank account number)	Income (eg interest)
	\$
	\$
	\$

32. What income do you expect to get in the next 52 weeks?

Source (eg bank account number)	Income (eg interest)
	\$
	\$
	\$

33. To what ethnic group do you believe you belong?

New Zealand Maori (a) ▶ To which tribe(s)/ iwi do you belong?

New Zealand European/Pakeha (b)  Other European (c)  Samoan (d)  Cook Islands Maori (e)

Niuean (f)  Tokelauan (g)  Tongan (h)  Chinese (i)

Indian (j)  Other (k) (please specify)

34. Have you checked your entitlement to assistance from overseas?

This may include family tax credit.

Yes  No  ▶ You will need to do this before we can process your application.

35. What living costs do you expect to have during the custody dispute?

Type of cost (eg food)	How much (\$)	Frequency (eg weekly)
	\$	
	\$	
	\$	

# Court Details

## Client information

You will need to provide verification of custody proceedings and court dates.

If the court has not given you a letter confirming these details, please ask your lawyer to confirm these details in writing.

## Court proceedings

36. Are the court proceedings due to a custody dispute?

Yes  ▶ Please provide proof. No

37. Are the court proceedings a result of the Hague Convention?

Yes  ▶ Please provide proof. No

38. Who are the people involved in the custody dispute?

Please list both adults and children below:

1

Full name

Relationship to you

2

Full name

Relationship to you

3

Full name

Relationship to you

4

Full name

Relationship to you

39. When are all the court dates?

Please list them below:

--	--	--

Day

Month

Year

--	--	--

Day

Month

Year

--	--	--

Day

Month

Year

--	--	--

Day

Month

Year



# Accommodation Costs

## Client information

The information in this section is required to assess your eligibility to extra help for accommodation. This information is held by Work and Income. You have the right of access to, and correction of, this information subject to the provisions of the Privacy Act 1993.

You will need to provide proof of these costs before we can assess your entitlement.

## Accommodation Costs

*If you are renting, boarding or own your own home, you may be able to get extra help for accommodation.*

*You are not entitled to receive any help with accommodation if you pay rent for a property owned or managed by Housing New Zealand.*

40. Do you want to apply for accommodation costs?

Yes  ▶ Please complete this section. No  ▶ Go to page 12.

## Living Situation

41. Do you live alone?

Yes  No  ▶ Please give the names of the others you live with below:

First name	Surname	Relationship to you

## Rent

*You may be asked to bring something that proves how much you pay, eg rent book, tenancy agreement.*

42. Do you pay rent?

No  ▶ Go to Question 47. Yes  ▶ Please answer the questions below:

43. What is the total amount of rent paid for your home each week?

\$

44. How much of this do you pay for yourself and your family?

\$

45. What is the name, address and telephone number of the person you pay rent to?


46. Do you live in a property owned or managed by Housing New Zealand?

No  ▶ Go to Question 47. Yes  ▶ You are not entitled to receive help with accommodation costs.

## Board

Please bring something that proves how much you pay.

Board includes:

- food
- power
- cost of room
- telephone

## Home Owner

Please bring something that proves how much you pay for mortgage, insurance, etc.

Please only include mortgages that relate to the purchase or alteration of the home.

Include both interest and principal.

Do not include contents insurance.

Include local authority water rates.

Please bring in receipts for repairs and maintenance.

47. Do you pay board?

No  › Go to Question 50. Yes  › Please answer the questions below:

48. What is the full amount you pay for yourself and your family?

49. What is the name, address and telephone number of the person you pay board to?

  
  


50. Do you own the home you live in?

No  › Yes  › Please give details below:

Name of company	Amount of payment	How often is the payment (weekly, monthly)?
First mortgage	\$	
Other mortgage	\$	
House insurance	\$	
Ground lease	\$	
Mortgage insurance	\$	
Rates	\$	
Water rates	\$	

51. What was the total cost of repairs and maintenance in the last 12 months?

52. If you have a Housing New Zealand mortgage, what is your interest rate?

 %

53. Have you received a Rates Rebate?

Yes  Amount \$  Rating year 1 July

No  to 30 June

# Overseas Residence Details

## Client information

The information in this section is required to enable International Services of Work and Income to assess your eligibility to receive any overseas benefits.

This information will be held by International Services of Work and Income, PO Box 27178, Wellington. You have the right of access to, and correction of, this information subject to the provisions of the Privacy Act 1993.

## Periods of Overseas Residence

*Periods of overseas residence may affect entitlement to some benefits.*

*This information is required to assess eligibility to any overseas benefits and pensions.*

*For more information call International Services on:*

- 0800 771 001 within New Zealand
- +64 9913 0300 outside New Zealand.

54. If you have lived in any countries outside New Zealand, please fill in the following:

Name of Country	Entry date	Exit date	Purpose (eg working, immigration)
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

## Overseas Pensions and Benefits

55. Are you receiving a social security pension or a pension of a similar nature from the government of a country other than New Zealand?

No  Yes  Please indicate which of the following you receive:

- |                          |                          |                 |                          |
|--------------------------|--------------------------|-----------------|--------------------------|
| Retirement or old age    | <input type="checkbox"/> | War service     | <input type="checkbox"/> |
| Disability or invalidity | <input type="checkbox"/> | War widow       | <input type="checkbox"/> |
| Widow or survivor        | <input type="checkbox"/> | War restitution | <input type="checkbox"/> |
| Superannuation           | <input type="checkbox"/> | War injury      | <input type="checkbox"/> |
| Child or dependant       | <input type="checkbox"/> | Other payments  | <input type="checkbox"/> |

If you ticked any of the boxes above, please give details about the type of payment you receive.

*Please attach any documents to your completed application form that confirm the payment(s) eg pension certificates. If you receive more than three payments, please attach a separate sheet showing the above details.*

Your payment details	Pension 1	Pension 2	Pension 3
Country the payment comes from			
How much do you receive in each payment? (in overseas currency)			
Is this amount before or after tax?			
How often do you receive this payment? (e.g. weekly, monthly, annually)			
Overseas payment reference number			
Name of your pension, benefit or allowance			

# Client's Information

## Obligations

**Work situation changes include starting part-time casual or full-time work, whether paid or unpaid.**

**Changes to your living situation include:**

- 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
- marriage or separation
- entering or ending a civil union.

**If you have any questions or want help with this, please call us on:**

- 0800 559 009 within New Zealand
- +64 9913 0300 outside New Zealand.

**When you call please tell us your client number. This will help us give you better service.**

**Please read this statement carefully and sign.**

**I must tell Work and Income immediately if either my partner or myself:**

- have a change in financial circumstances
- intend to travel overseas
- have changes to personal details (such as name, address or bank account number)
- have been granted an overseas pension
- have any other changes that may affect my finances
- lose care of our child/(children)
- get residence/work permit
- get work
- leave the country
- reach an outcome of the custody access proceeding.

**I understand that:**

- if I have made a false statement, **or**
- if I have failed to answer all the questions in full, **or**
- if I do not tell Work and Income about changes in my life that might affect my financial assistance, **then**
- my payments may be reviewed, **and**
- I may have to pay back the total amount of any overpayment that I have received.

The information I have given in this application is true and correct to the best of my knowledge and I have omitted no relevant information.

I am aware of and understand the Privacy Act information contained in this application form.

Please make sure you have signed this form and attached all documents required:

- identification
- bank statements (you and your partner, if any)
- proof of all cash assets
- proof of income (including interest rates)
- a letter from the courts or court section completed by court officer
- any other relevant documents
- birth certificates of your children.

Please send this application to:

**International Custody Dispute Payment  
PO Box 10-389  
The Terrace  
Wellington 6143  
New Zealand**

**Please sign below:**

CLIENT'S NAME (print)

CLIENT'S SIGNATURE

Day	Month	Year

PARTNER'S NAME (print)

PARTNER'S SIGNATURE

Day	Month	Year

## Office Use Only

- UCVII note added under Hague convention
- Verification of assets and income
- Verification of court case from / / (date) to / / (date)
- Identification
- Letters sent