



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

CLIENT NUMBER

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Please read this before you start

The Cost of Disability in Employment can help with essential costs or specialised assistance (that an employer would not normally provide) which is required to enable a Mainstream Participant to start work.

Some examples of costs or assistance include a workplace assessment, adaptive technology, transport costs to work, costs for sign language interpreters for special occasions, etc.

The application should be completed by the Mainstream Participant in conjunction with the Placement Specialist.

Please answer all questions on this form.

What to bring

Please ask Work and Income staff for help if:

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

Proof of your identity history

You must provide one form of identification that proves you have been using your legal identity for at least 2 years.

When you apply for Financial Assistance, you will need to complete this application form and provide the following:

- Proof of your lawful residence in New Zealand (eg New Zealand birth certificate or current New Zealand passport, or other country passport with residence visa).
- One other form of identification (eg driver's licence, firearms licence or a bank card with signature). If you are unable to provide at least one form of photo identification you will need to provide one further form of identification (3 forms of identification in total).
- Quote for the item(s) you require.
- Workplace Assessment report.

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 service lines of the Ministry), and in particular for:
 - granting benefits and other assistance under the Social Security Act 1964
 - providing employment related services
 - statistical and research purposes
 - providing advice to Government
 - care and protection needs of children
 - providing support and services for you and your family
 - providing education related services.
- Work and Income may contact health providers to verify any health related information you give us.
- Work and Income may give employers information about you to find you employment. Where Work and Income refer you to a job vacancy, we may also contact the employer to discuss the result of any job interview that you attend.
- Work and Income may share information you have given us with childcare centres to administer your entitlement to childcare.
- 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 Tax Administration Act 1994, if you have dependent children, the information you give us 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 Department of Labour, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
 - disclose your personal information to your partner.
- 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.
- You are not required to give us information, but if you do not give us all the information we ask for, your application for benefits may be declined.

Mainstream Participant's details

Q2 note: Please give your house number, street, suburb and town or city. A house number could include:

- street number
- RAPID number
- fire number
- emergency services number.

Q3 note: Mailing address includes:

- postal box (PO Box)
- rural delivery details
- C/O address.

1. What is your name?

First name(s)

Surname or family name

2. Where do you live?

Flat/house no.

Street name

Suburb

City

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

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

4. How can we contact you?

Work phone

Home phone

Mobile phone

Email

Fax

5. What is your date of birth?

Day

Month

Year

Placement Specialist's details

6. What is the name of the Placement Specialist?

First name(s)

Surname or family name

7. What is the Placement Specialist's organisation's name?

8. What is the organisation's address?

9. What is the organisation's mailing address?

10. How can we contact the Placement Specialist?

Work phone

Mobile


Fax

Email

Cost of disability in employment

Q12 note: Examples could include:

- workplace assessment
- adaptive technology
- transport costs to work
- sign language interpreters for special occasions, etc.

 Please attach quotes for the items that you're applying for.

11. Do you require adaptive software or hardware technology?

No Yes

12. What essential assistance or equipment is required and how much does it cost?

Essential assistance or equipment	Cost
	\$
	\$
	\$
	\$

13. How is the need for the assistance or equipment related to your disability?

Client's statement

The information I have given is true and complete.

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

Applicant's name (print)

Applicant's signature

Date

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

OFFICE USE ONLY

Additional Information:

<input type="checkbox"/> Approved	▶ Approve	<input type="text"/>	@	\$	<input type="text"/>
	▶ Approve	<input type="text"/>	@	\$	<input type="text"/>
	▶ Approve	<input type="text"/>	@	\$	<input type="text"/>
	▶ Approve	<input type="text"/>	@	\$	<input type="text"/>
	▶ Approve	<input type="text"/>	@	\$	<input type="text"/>

Declined

Recommender's name (print)

Recommender's signature

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

Approver's name (print)

Approver's signature

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

Processor's name (print)

Processor's signature

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

Mainstream Approval Checksheet attached.