

# Young Parent Childcare Payment Application



Work and Income  
Te Hiranga Tangata

A service of the Ministry of Social Development

CLIENT NUMBER

## HOW TO APPLY

*If you'd like help filling in the form or you have any questions please contact us on 0800 559 009.*

You need to answer all the questions on the form. To do this:

- Fill in your details on **Part A**.
- If you are over 16 years and have a partner,\* your partner needs to fill in and sign **Part C**. Otherwise your parent or guardian needs to fill in and sign **Part B** (they don't need to do this if you have a partner\*).
- Fill in your details on **Part D** and then ask your school to sign it.
- Ask the childcare centre or service to fill in and sign **Part E**.
- Sign the applicant's statement on **Part F**.

You also need to read and understand the important information at the back of this page.

Take or send your completed form and the original copies of your documents to your nearest Work and Income service centre – we will return the originals to you. If you don't know where your nearest Work and Income service centre is call us on **0800 559 009**.

*\* A partner is a spouse (husband or wife), your civil union partner or someone of the opposite sex with whom you have a relationship in the nature of marriage.*

## THE YOUNG PARENT CHILDCARE PAYMENT

The Young Parent Childcare payment pays the cost of childcare at an approved centre or service for young parents who are in secondary education.

You qualify for the Young Parent Childcare payment, if you are:

- aged under 18 years
- the person who has the primary responsibility for the day-to-day care of your children
- in a secondary school. This includes a Teen Parent Unit or The Correspondence School *and*
- not getting Domestic Purposes Benefit, Emergency Maintenance Allowance, or Widow's Benefit (if you or your partner are getting the Invalid's Benefit, please talk to us about whether you can get the payment).

The Young Parent Childcare payment covers childcare costs of up to \$6 per hour for each child aged under 5, up to a total of \$180 each week.

An approved early childcare centre or service may be a family day care centre, home-based childcare service, Te Kohanga Reo, kindergarten or playcentre.

The payment only covers school time, including your travel time if necessary, and it won't continue over the school holidays. If the childcare centre or service charges a fee for holding open the children's place over the school holidays we will pay this.

If your children are absent from the centre or service for more than 15 working days at a time and it charges a fee for holding open places for absent children, we may stop paying for your children to attend. The centre or service may then stop holding a place for your children.

If you or your parent or guardian are getting a Childcare Subsidy for your children, this will need to be stopped if you want to get the Young Parent Childcare payment. The Young Parent Childcare payment pays more than the Childcare Subsidy maximum.

You need to reapply for this payment each year if you are returning to secondary school.

The childcare centre or service may exchange information about your children's attendance with Work and Income.

### What other help is there?

*If you don't qualify for the payment, for example you're over 18 or you're about to finish school and go into training or paid work, call us on 0800 559 009 to see how else we can help.*

## CHECKLIST

Check you have the following documents for you (and your partner). We need these with the application form.

- **Identification for you (and for your partner if you are aged over 16 and you are married, in a civil union, or in a de facto relationship).**
  - If you are currently receiving benefit assistance: One type of identification each.
  - If you do not currently get benefit assistance: Two types of identification each.Identification can be a New Zealand Birth Certificate or a current passport and, if required, one other form of identification, eg Driver License, Student Identification Card, School Report, Marriage Certificate, IRD number. We will also need proof of any name change.
- **Full birth certificates for the children you want us to pay for**  
If they weren't born in New Zealand we'll need to see proof of their New Zealand citizenship or permanent residency.
- **Verification of bank account details.**  
*We need to see original copies of this documentation.*  
*We can take copies of your documents and return the originals to you.*

## YOUR OBLIGATIONS

Your obligations are to tell us of any changes to your circumstances. You need to tell us if:

- you stop going to school
- your children are away from the childcare centre or service for more than 15 working days at a time or they stop going to the centre or service *or*
- you stop being the person who has primary responsibility for the day-to-day care of your children
- your personal details change (eg your name or address).

You must tell the childcare centre or service if your child leaves or is absent (eg because of holidays or sickness).

### **Important**

If you give us false or incomplete information, or don't tell us about changes that could affect your payments, your Young Parent Childcare payment may be stopped. You could be asked to pay back any money you are overpaid. You could also be prosecuted.

## 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 (this includes the Young Parent Childcare payment) 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
  - providing employment related services
  - statistical and research purposes
  - providing advice to Government
  - care and protection needs of children
  - providing support and services to 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.

# PART A

## Applicant to complete

### YOUR DETAILS

Please answer every question. If the question doesn't apply to you just write 'nil'.

1. What is your name?

Mrs  Miss  Ms  Mr  No title  Other

First name(s)

Surname or family name

2. Have you ever been known by any other name (eg a maiden name or alias)?

No ▶ Go to Question 3  Yes ▶ If yes, please tell us these names

3. Are you  Female  Male

4. Do you have a partner? Tick one box only. If you have a partner they must fill in Part C of this form.

**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.**

No ▶ Are you:  Single  Separated or living apart  Divorced  Civil union dissolved  
Go to Question 5

Yes ▶ Are you:  Married  In a de facto relationship\*  In a civil union  
Go to Question 6

**\*For more information on what this means call us on 0800 559 009.**

5. Are you still under your parent or guardian's care? If you are then your parent or guardian must fill in and sign Part B of this form (unless you have a partner). Generally a parent or guardian is someone you are living with who provides financial support for you.

No ▶ Talk to us  Yes

6. What is your date of birth?

Day Month Year

7. Where do you live? Please give your house number, street, suburb, and town or city. A house number could include a street, fire, RAPID or emergency services number

Flat/House no.

Street name

Suburb

Town/City

8. What is your mailing address? A mailing address could include: street address, postal box (PO Box), rural delivery details or a C/O address

## YOUR DETAILS CONTINUED...

### 7. How do we contact you?

Daytime phone

Mobile phone

Other phone/fax

Email address

### 10. Are you currently getting any assistance from Work and Income?

No

Yes

▶ What type?

### 11. If you are currently getting Childcare Subsidy from Work and Income for your child, do you give permission to stop it?

No

Yes

*If you are getting a Childcare Subsidy for your child, this will need to be stopped if you want to get the Young Parent Childcare payment - as you can only get one.*

### 12. Have you ever had any type of assistance from Work and Income before?

No

▶ Go to Question 14

Yes

▶ What type?

### 13. What is your client number (if you have one)?

## BANK DETAILS

*We need your bank details for our records. Your Young Parent Childcare payment will be paid directly to the childcare centre or service*

### 14. What are your bank account details?

Name of bank (eg ANZ)

Name of branch (eg Lower Hutt):

The account is in the name of:

Office use only

Verified by:

The account number is:

Bank	Branch	Account number
<input type="text"/>	<input type="text"/>	<input type="text"/>

## RESIDENCY

### 15. Are you a New Zealander?

**No** † Go to Question 16     **Yes** † Tick one box only

I was born in New Zealand  † Go to question 17

I am a New Zealand citizen or permanent resident  † Go to question 16

I am none of these  † Go to question 16

### 16. If you were not born here please tell us

Where were you born?

When did you arrive in New Zealand?     
Day      Month      Year

What is your immigration status? eg refugee, asylum seeker, visitor

**17. Is New Zealand where you normally live?** *This means that you consider New Zealand your home, you are a legal resident, normally live here and intend to stay permanently.*

**Yes**     **No** † Where do you normally live?

## ETHNIC GROUP

*You don't have to answer this question if you don't want to. This information is for statistics and will be used for future research or development work*

### 18. What ethnic group do you belong to?

- New Zealand Maori    Please tell us the tribe(s)/iwi you belong to
- New Zealand European     Other European     Samoan     Cook Island Maori
- Niuean     Tokelauan     Tongan     Chinese
- Indian     Other (please state)

## YOUR CHILD/REN'S DETAILS

Child's full name

Date of birth

Relationship to you  
(eg son, daughter)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

# PART B

## Either Parent or Guardian to complete

### PARENT OR GUARDIAN DETAILS

*If you are over 16 years, and are married, in a civil union, or in a de facto relationship with someone of the same or opposite sex - your partner needs to complete Part C. Otherwise your parent or guardian must fill in and sign this part of the form*

1. What is your name?

Mrs  Miss  Ms  Mr  No title  Other

First name(s)

Surname or family name

2. What is your relationship with the applicant?

Parent  Guardian

3. Are you currently getting Childcare Subsidy from Work and Income for the applicant's child eg grandchild?

*If you are getting a Childcare Subsidy for your grandchild, this will need to be stopped if your child is to get the Young Parent Childcare payment*

No  Yes † If yes tick here to stop this

† If yes what is your client number?

### PARENT OR GUARDIAN'S STATEMENT

The answers I have given are true and complete. I consent to my child receiving the Young Parent Childcare payment for their child/ren.

Parent/Guardian name (print)

Signature

Day

Month

Year

# PART C

## Partner to Complete

### PARTNER DETAILS

If you are over 16 years and you are married, in a civil union or in a de facto relationship with someone of the same or opposite sex, your partner needs to complete and sign this part of the form

**1. What is your name?**

Mrs    Miss    Ms    Mr    No title    Other

First name(s)

Surname or family name

**2. Have you ever been known by any other name (such as a maiden name or alias)?**

No    Yes † Please tell us these names

First name(s)

Surname or family name

**3. When were you born?**

Day   Month   Year

**4. Are you**  Female    Male

**5. What ethnic group do you belong to? You don't have to answer this question if you don't want to. This information is for statistics and will be used for future research or development work**

- New Zealand Maori   Please tell us the tribe(s)/iwi you belong to
- New Zealand European    Other European    Samoan    Cook Island Maori
- Niuean    Tokelauan    Tongan    Chinese
- Indian    Other (please state)

**6. Are you currently getting any assistance from Work and Income?**

No † Go to Question 7    Yes † What type?

**7. Have you ever had any type of assistance from Work and Income before?**

No † Go to **Partner's Statement**    Yes † What type?

**8. What is your client number (if you have one)?**

Please turn the page



# PART D

## Secondary School Details (Applicant to Complete)

### SECONDARY SCHOOL DETAILS

*This part of the form is filled in by the applicant. A teacher (or someone in authority from the school) will need to confirm the details and sign the School Statement below*

*If you are attending The Correspondence School, the teacher can write a letter to confirm the school details rather than completing the School Statement on the next page.*

1. What is the name of the secondary school you are enrolled at?

2. The secondary school is a:

Mainstream school

Teen Parent Unit

The Correspondence School

Activity Centre

Other - if other what type?

3. What date did you (or do you) start secondary school this year?

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Day Month Year

5. What date will you finish secondary school (eg the last day of school this year)?

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Day Month Year

6. On average, how much time will you spend at school or in schooling each week?

hours per week

7. On average, how much time will you spend travelling between the childcare centre or service and school each week?

hours per week

8. Were you in school last year?

No

Yes

▶ What school?

### SCHOOL STATEMENT – SCHOOL TO COMPLETE

I confirm that the above school details for the questions 1- 6 are true and complete and I have the authority of the school to sign this statement. I also confirm that this school is an institution that runs a course of education at a secondary level as established under the Education Act 1989.

Name (print)

Signature

Designation

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Day Month Year

Official school stamp

(Please use an official stamp where possible)

Name and telephone number of the school

***This information is required under section 12 of the Social Security Act 1964.***

# PART E

## Early Childcare Centre or Service to Complete

### EARLY CHILDCARE CENTRE OR SERVICE

Please get the childcare centre or service to fill out this part of the form

An approved early (licensed or chartered) childcare centre or service may be a family day care centre, home-based childcare service, Te Kohanga Reo, kindergarten or playcentre

1. What is the name of your childcare centre or service?

2. Are you an approved (licensed or chartered) childcare centre or service?

**Yes** ▶ You may be asked to provide proof

**No** ▶ Please call us on 0800 559 009 and ask for your local Childcare Co-ordinator

3. What is your Work and Income childcare centre or service number?

4. Please give details of the childcare provided below

Child's name	<input type="text" value="First name(s)"/> <input type="text" value="Surname or family name"/>	<input type="text" value="First name(s)"/> <input type="text" value="Surname or family name"/>	<input type="text" value="First name(s)"/> <input type="text" value="Surname or family name"/>
Hours of care	<input type="text" value="(weekly total)"/>	<input type="text" value="(weekly total)"/>	<input type="text" value="(weekly total)"/>
Date child start/ed care (this year)	<input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>	<input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>	<input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>
Date child due to end care (this year)	<input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>	<input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>	<input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="Year"/>
Your hourly fee	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>
Total weekly fee	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>
Is this a flat fee or based on attendance?	<input type="checkbox"/> Flat fee <input type="checkbox"/> Attendance based	<input type="checkbox"/> Flat fee <input type="checkbox"/> Attendance based	<input type="checkbox"/> Flat fee <input type="checkbox"/> Attendance based

5. Will you charge a holding fee for absences or over the school holidays?

**No**

**Yes**

**Sometimes**

6. How much will you charge?

## EARLY CHILDCARE CENTRE OR SERVICE

### Comments


## OTHER INFORMATION

- The Young Parent Childcare payment does not continue over the school holidays. If you charge a fee to hold the children's places over the school holidays we will pay for this – except over the summer holiday period.
- The Young Parent Childcare payment will be made directly from us to your childcare service or centre.
- You may exchange information relating to the children's attendance with Work and Income.

## YOUR OBLIGATIONS

Phone Work and Income on **0800 559 009** straight away if the children leave or are absent for more than 15 working days at a time.

If you don't tell us when the children leave or are absent for more than 15 working days at a time you may have to pay back any money you are overpaid.

If you charge a fee for holding open places for absent children and a child is absent for more than 15 working days at a time we may stop paying the fee. Talk to us about this as it can be extended up to 30 days in some cases.

## SUPERVISOR'S STATEMENT

**The statements and answers I have given are true and complete.**

Supervisor's name (print)

Supervisor's signature

--	--	--

Day      Month      Year

***This information is required under section 12 of the Social Security Act 1964.***

# PART F

## Applicant Statement

### APPLICANT'S STATEMENT

*If you need help or do not understand this statement, please talk to us.*

#### Applicants - please read this statement carefully and then sign it.

I understand that I must tell the childcare centre or service straight away if my child/ren leaves or is absent for more than 15 working days at a time.

I understand that I must tell Work and Income straight away if my personal details change (eg my name or address), or if there are any other changes (eg if my children leave my care or I leave secondary school) that could affect my Young Parent Childcare payment.

I agree that:

- I have answered all the questions (or someone has answered them for me) and all the information I have given is true and complete
- I have read the obligations and the Warning (or someone has read them to me) and I understand them
- I am aware of and understand the Privacy Act and Social Security Act statement at the front of this form
- Work and Income and the early childcare centre or service may disclose information to each other that is relevant to my Young Parent Childcare payments.

#### The statements and answers I have given are true and complete.

Name (print)

Signature

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Day      Month      Year

### Office Use Only

#### Processing officer to complete

Young Parent Childcare payment assessment complete and attached

Yes     No

Young Parent Childcare payment letter sent to young parent

Yes     No

#### Additional Information


#### Decision


Processing Officer's signature

Processing Officer's signature

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Day      Month      Year