

Young Parent Childcare Payment Application



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

If you need help with this form call us on ☎ **0800 559 009**.

Who can get this assistance

The Young Parent Childcare Payment helps parents (aged under 18 years) that need support to pay childcare costs at an approved centre, while they are in secondary education.

To be eligible for the Young Parent Childcare Payment you must:

- be aged under 18 years
- be the person who has the primary responsibility for the day-to-day care of your children
- be in a secondary school, including a Teen Parent Unit or The Correspondence School
- not be 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).

You must also:

- be a New Zealand citizen or permanent resident
- normally live in New Zealand
- not be receiving any other payments for childcare costs from Work and Income.

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

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
- you would like to know about extra help.

To apply for the Young Parent Childcare Payment, you must complete this application form and provide the following for you and your partner if you have one:

- For New Zealand born clients, one form of government-issued documentation stating your full legal name and date of birth (eg your birth certificate, passport, driver licence, deed poll, etc)
- For clients born overseas, proof of your lawful residence in New Zealand (eg New Zealand passport, other country passport with residence class visa or residence permit, citizenship certificate, etc)
- Two more documents supporting your identity. These could include your marriage certificate, bank statement, phone or power account, driver licence, etc)

Note: One of the documents requested above must be at least 2 years old.

- Full birth certificates for your children – if your children weren't born in New Zealand, we will need to see proof of their New Zealand citizenship or permanent residency.

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 assistance.
- 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.

Obligations

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

Changes in your living situation include:

- 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.

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

- stop going to school
- have my/our children away from the childcare centre or service for more than 15 working days at a time or they stopped attending
- stopped being the person who has primary responsibility for the day-to-day care of my/our children
- have changes to personal details (such as name, address or bank account details)
- have changes to my/our living situation
- have a change in work situation
- have changes to my/our income or financial circumstances
- intend to travel overseas
- am imprisoned / held in custody on remand
- have any other changes that may affect my/our benefit entitlement or rate.

Important

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 entitlement or rate **then**
- my assistance may be reviewed and cancelled **and**
- I may have to pay back the total amount of any overpayment that I have received **and**
- Work and Income may impose a penalty (up to three times the value of the overpayment) **or**
- I may be prosecuted and fined or imprisoned.

Additional information

Information required by

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

Contact name

Your client number is:

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



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

CLIENT NUMBER | |

Please read this before you start

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**.

Your details

Q2 note: Give any other names that you use now or have used in the past (including your maiden name).

Q5 note: If you live in a rural area, a house number could include:

- RAPID number
- fire number
- emergency services number.

Q6 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. Are you known by or have you used any other names?

No Yes ▶ Please provide details below:

3. Are you: Male Female

4. What is your date of birth?

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

5. Where do you live?

Flat/house no. Street name

<input type="text"/>	<input type="text"/>
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Suburb City

<input type="text"/>	<input type="text"/>
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6. What is your mailing address (if different from above)?

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

7. How can we contact you?

Work phone Home phone Mobile phone

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Email Fax

<input type="text"/>	<input type="text"/>
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8. Are you currently getting any assistance from Work and Income?

No Yes ▶ What type:

Ethnic group

Q20 note: You don't have to answer this question if you don't want to.

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

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

New Zealand Maori ▶ Which tribe(s)/iwi?
 New Zealand European Niuean Samoan Indian
 Other European Tokelauan Tongan Chinese
 Cook Island Maori Other ▶ Please specify below:

About your children

Q21 note: Children that you support are 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.

If you are caring for a child who is not your own you may be able to get other forms of assistance. Please ask us about this.

21. Do you have any dependent children in your care?

No Yes ▶ Please provide details below:

Child's full name	Date of birth
1. <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Relationship to you

Child's full name	Date of birth
2. <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Relationship to you

Child's full name	Date of birth
3. <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Relationship to you

Q22 note: The Young Parent Childcare Payment is for children aged under 5 years (or under 6 years if they get the Child Disability Allowance).

22. Do you want to apply for the Young Parent Childcare Payment?

No Yes ▶ Please provide details of which children you need the subsidy for below:

Child's full name	Date of birth
1. <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
2. <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
3. <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Statement

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 child(ren) 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 I understand them
- 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 Payment.

The information I have given is true and complete.

Name (print)

Signature

Date

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

PART B – Either Parent or Guardian to complete

Please read this before you start

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.

Parent or guardian's details

Q2 note: Please tick one box to show the title you want to be known by.

1. What is your name?

First name(s)

Surname or family name

2. What do you want to be called?

Mrs

Miss

Ms

Mr

No title

Other

3. What is your relationship with the applicant?

Parent

Guardian

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

If you are getting 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 information I have given is true and complete. I consent to my child receiving the Young Parent Childcare Payment for their child(ren).

Parent/Guardian's name (print)

Parent/Guardian's signature

Date

Day

Month

Year

PART C – Partner to complete

Please read this before you start

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.

Partner's details

Q2 note: Give any other names that you use now or have used in the past (including your maiden name).

Q4 note: Please tick one box to show the title you want to be known by.

Q5 note: Please give your house number, street, suburb, and town or city.

A house number could include:

- street number
- fire
- RAPID
- emergency services.

Q6 note: A mailing address could include:

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

1. What is your name?

First name(s)

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

5. Where do you live?

Flat/house no. Street name

Suburb

City

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

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

7. How can we contact you?

Work phone

Home phone

Mobile phone

Email

Fax

8. What is your date of birth?

Day

Month

Year

9. Are you currently getting or have you ever had any type of assistance from Work and Income before?

No ▶ Go to Partner's Obligations

Yes ▶ What type?

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

Partner's obligations

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

Changes in your living situation include:

- 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.

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

- stop going to school
- have my/our children away from the childcare centre or service for more than 15 working days at a time or they stopped attending
- stopped being the person who has primary responsibility for the day-to-day care of my/our children
- have changes to personal details (such as name, address or bank account details)
- have changes to my/our living situation
- have a change in work situation
- have changes to my/our income or financial circumstances
- intend to travel overseas
- am imprisoned / held in custody on remand
- have any other changes that may affect my/our benefit entitlement or rate.

The information I have given is true and complete.

Partner's name (print)

Partner's signature

Date

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

PART D – Secondary School Details – Applicant to complete

Please read this before you start

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.

Secondary school details

- 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 ▶ 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
- 4. What date will you finish secondary school this year (eg the last day of school)?**

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year
- 5. On average, how much time will you spend at school or in schooling each week?**

Hours per week
- 6. On average, how much time will you spend travelling between the childcare centre or service and school each week?**

Hours per week
- 7. Were you in school last year?**
 No Yes ▶ What school?

School statement – school to complete

I confirm that the information provided is 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.

Official school stamp

(Please use an official stamp where possible.)

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

Name of school

Telephone number of school:

Name (print) Signature

Designation Date
Day Month Year

Early childcare centre or service details – *continued*

6. What type of fee do you charge?

Flat fee

Attendance based

7. Do you charge a holding fee for absences or over the school holidays?

No

Yes

Your obligations

- Telephone 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 information I have provided is true and complete.**

Supervisor's name (print)

Supervisor's signature

Date

Day

Month

Year

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

OFFICE USE ONLY

Processing officer to complete:

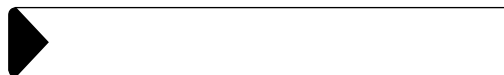
Young Parent Childcare Payment assessment is complete and attached: Yes No

Young Parent Childcare Payment letter has been sent to the young parent: Yes No

Additional information:

Decision:

Processor's signature



Day	Month	Year

Authenticator's signature

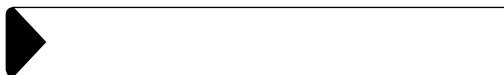


Day	Month	Year

10% 100% Critical data

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Checker's signature



Day	Month	Year

Bring up

B	F
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Day	Month	Year