

Parental assistance test

Change in circumstances form



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

You'll need to complete this form if you get Jobseeker Support or Jobseeker Support Student Hardship and there has been a change in circumstances for you or one of your parents, such as change in parent income, new parental support gap.

When parental support isn't available

You'll need a reason why you can't rely on financial support from your parents, we call this a parental support gap.

You may have a parental support gap if:

- there has been a family breakdown
- it's unsafe for you to have contact with a parent
- a parent is in prison or long-term hospital care
- a parent has died
- you don't know where a parent is.

You'll need to provide evidence, such as a police report, medical certificate, death certificate or a supporting statement from a professional who knows your situation, such as a teacher, social worker, doctor, nurse, youth coach.

Checking your parents income

If you don't have a parental support gap, your parent will need to confirm their income with us. This is called a parental income test which combines the income of up to two of your parents and checks whether your parent(s) income is at or under the income limit.

For more information go to our website workandincome.govt.nz/js-under-20

Students go to studylink.govt.nz/jssh-under-20

Tell us about yourself

Client number

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It's on your Community Services Card, or if you've applied for support from StudyLink or Work and Income before it's on a letter from us.

Tell us your details

1

What is your full name?

First and middle names

Surname or family name

2

What date were you born?

Day Month Year

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Parent's details

Tell us about your parent

3

What are this parent's details?

First and middle names

Surname or family name

Date of birth

Day

Month

Year

4

This is my:

☐ Natural parent

☐ Formally adoptive parent

☐ Step-parent

5

Have any of the following happened to this parent? Tick which applies

☐ They're terminally ill or in hospice care

☐ They're in long-term hospital care

☐ They've moved overseas and can't provide support

☐ They're in prison

☐ This parent has died

☐ None of these

Please go to the Declaration on page 3

Go to question 6

6

Have any of these changes occurred with this parent? Tick all that apply.

☐ They no longer want to share their information with me

☐ Their income has changed

☐ They've separated from my natural, adoptive or step-parent

☐ They're in a new relationship

☐ I no longer have a support gap with this parent

☐ I have a support gap with this parent

☐ I have a safety concern with this parent

We may need more information, please talk with us.

7

What is this parent's contact details?

Address	
Phone number	()
Email	

ATTACHMENT FOR Q5:
You'll need to provide evidence that's listed on page 1, unless you've given it to us before.

ATTACHMENT FOR Q6:
You'll need to provide evidence that's listed on page 1, unless you've given it to us before.

INFORMATION FOR Q6:
We'll combine this income information we have with your other parents income (if applicable).

INFORMATION FOR Q6:
A support gap is explained on page 1.

ATTACHMENT FOR Q8:
You'll need to provide evidence that's listed on page 1, unless you've given it to us before.

8

Did you tell us in question 6 you had a support gap with this parent?

☐ No

Your parent will need to complete the parents income section of this form.

☐ Yes

↓ **If yes, please give us a short description about why you can't reasonably rely on them.**

Please don't give us sensitive, private or personal information not relevant to your situation.

Applicant's declaration

- I must tell Work and Income or StudyLink straight away if:
 - my relationship with my parents changes. For example, I can no longer rely on them for financial support, or we have reconciled
 - my parents relationship changes (for example they separate from a step-parent or enter a new relationship)
 - my parents income increases, and my benefit was granted because their income was at or under the limit.
- I understand what you do with my personal information and how you protect my privacy (privacy information is on page 11).
- I will not share information my parents have given me, other than to give it to the Ministry of Social Development.
- The information I've provided on this form is true and complete.

Applicant's name (print)

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Applicant's signature

--

Day

Month

Year

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Parental assistance test

Change in circumstances – Parent's information



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If you're a parent of the young person named in this form, you need to complete this form if:

- you no longer want to share your information with us
- your income has changed.

More information including income limits can be found on our websites

workandincome.govt.nz/js-under-20 and studylink.govt.nz/jssh-under-20

Young person's details

This section can be completed by the young person

Young person's details

Client number

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First and middle names

Surname or family name

Young person's date of birth

Day	Month	Year

Parent's information

This section is to be completed by the parent

1

What is your full name?

First and middle names

Surname or family name

2

What date were you born?

Day Month Year

--	--	--

3

What are your contact details?

Tick the best way for us to first contact you

Address		
Mailing address		
Phone number	()	
Email		

4

What is your relationship to the young person?

☐ Natural parent ☐ Formally adoptive parent ☐ Step-parent



HOW TO ANSWER Q3:

Please only give us contact details you'd like us to use.

Sharing your income information

INFORMATION NOTE:
If you agree to share, keep the pages you've completed in the booklet so the young person provides them to us.

How you share your income information

You can choose if the young person (and their authorised agent, if they have one) can:

- know your income details
- see the results of our income assessment
- tell us about your income when they reapply or report a change in circumstances.

You can change your mind at any time, but you'll need to contact us if you do.

If you agree to share your income information with the young person:

- it may be easier for the young person if they have to reapply later
- they can tell us if your income has gone up. You'll also need to complete another of these forms.

If you want to keep your income information private:

- the young person will still need to tell us if there's a change, however you'll need to provide the updated information to us yourself. See the next steps below, for how to do this
- if the young person is reapplying after 26 weeks, you'll need to complete these details again even if your income hasn't changed
- if your income affects their benefit assessment, we may need to explain to them how we worked it out. We can only tell them the type of income you got and if it is near or over the parental income limit.

5

Do you agree to let the young person know your income details, see the results of our assessment, and tell us about your income?

- ☐ No, I want to keep my information private
- ☐ Yes, I agree

6

Has your income changed?

- ☐ No [Go to your Declaration](#)
- ☐ Yes [↓ Has the income gone up or down?](#)
- ☐ The income has gone down [Go to your Declaration](#)
- ☐ The income has gone up

Tell us about your income

Tell us about income

7

Do you get income from any of the following sources?

Wages or salary

☐ No ☐ Yes

Termination pay

☐ No ☐ Yes

Redundancy pay

☐ No ☐ Yes

Accident compensation (eg ACC)

☐ No ☐ Yes

Income insurance (replacement/protection)

☐ No ☐ Yes ☐ Jointly with partner

Farm or business income

☐ No ☐ Yes ☐ Jointly with partner

Payments from self-employment or contract work

☐ No ☐ Yes ☐ Jointly with partner

Interest from savings, investments, or bonds

☐ No ☐ Yes ☐ Jointly with partner

Dividends from shares, unit trusts, or managed funds

☐ No ☐ Yes ☐ Jointly with partner

Income from rents

☐ No ☐ Yes ☐ Jointly with partner

Payments from boarders or flatmates

☐ No ☐ Yes ☐ Jointly with partner

Child Support payments (private arrangement or through Inland Revenue)

☐ No ☐ Yes

Other income for a child

☐ No ☐ Yes

Maintenance payments

☐ No ☐ Yes

Payments from a former partner

☐ No ☐ Yes

Student Allowance, scholarship, or Student Loan living cost payments

☐ No ☐ Yes

Overseas pension, benefit or allowance payments

☐ No ☐ Yes

Other superannuation or retirement scheme income (government or private)

☐ No ☐ Yes

Income from an estate, if you've inherited money

☐ No ☐ Yes ☐ Jointly with partner

Income from trusts

☐ No ☐ Yes ☐ Jointly with partner

Other

☐ No ☐ Yes ☐ Jointly with partner

INFORMATION FOR Q7:
In this form, 'partner' means the person you're married to or in a civil union or relationship with, not a business partner.

ATTACHMENT FOR Q8:
You may need to show us proof of income you get.

8

Did you answer 'yes' or 'jointly with partner' to any of the sources of income listed in question 7?

☐ No ☐ Yes

↓

If yes, tell us the total before-tax amounts

Where does the income come from?	How often, eg weekly, fortnightly	Payment made to?	
		You	Jointly with partner
		\$	\$
		\$	\$
		\$	\$

9

What date did the income change?

Day

Month

Year

10

Is the change:☐

Permanent

☐

Temporary

**How long will it last?****INFORMATION FOR Q11**

Work and Income benefits include:

- Jobseeker Support
- Sole Parent Support
- Supported Living Payment
- Emergency Benefit

11

Do you currently get any payments from Work and Income or StudyLink?☐

No

Go to your Declaration☐

Yes

↓ If yes, please tick what you get☐

Work and Income benefit

☐

NZ Super

☐

Veteran's Pension

☐

Student Allowance

INFORMATION FOR Q12:

We'll confirm you get payments from Work and Income or StudyLink using your client number.

12

What is your client number?**Client number**

(It's on your Community Services Card, or if you've applied for support from StudyLink or Work and Income before it's on a letter from us.)

Parent's declaration

- If I get financial assistance from Work and Income or StudyLink, the information I provide in this form may not be used to update my own details. I will declare it separately.
- I understand what you do with my personal information and how you protect my privacy (privacy information is on page 11 with more detail on our website workandincome.govt.nz/privacy).
- The information I've provided on this form is true and complete.

Parent's name (print)

Parent's signature

Day

Month

Year

Next steps

If you want to keep your information private, you'll need to remove the pages you've completed from this form and return them to us yourself, before the young person meets with us. To return them you can:

- take them to your closest Work and Income service centre
- post them to us.

The address for each of our sites can be found at workandincome.govt.nz/findus

If the young person is a student.

If you want to keep your information private, you'll need to remove the pages you've completed from this form and return them to us using your own **Connect** account. It's secure, quick and easy. For more information go to connect.co.nz. If you're unable to use Connect you can:

- post them to StudyLink, PO Box 38610, Lower Hutt, 5045
- take them to your closest Work and Income service centre

The address for each of our sites can be found at workandincome.govt.nz/findus

Please return this form quickly.

Changes to the young person's benefit can't be completed until you return this form.

Parental assistance test

Statement of support



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This form needs to be completed by a registered professional in the health, education, justice or social service sector, or someone else we have agreed to. We must have supporting information for a person who is 18- or 19-years old and applying for Jobseeker Support if they have a parental support gap.

A parental support gap could be because of a family breakdown, the parents are in hospital care, prison or because they've died.

The person completing this statement needs to know the young person's situation, and could include a teacher, social worker, lawyer, doctor, nurse, youth coach.

For more information go to our website workandincome.govt.nz/js-under-20

Students go to studylink.govt.nz/jssh-under-20

Young person's details

This section can be completed by the young person

Young person's details

Client number

First and middle names

Surname or family name

Young person's date of birth

Day Month Year

Supporting information

This section is to be completed by a person who knows the young person's situation

Supporting person's details

1

What is your full name?

First and middle names

Surname or family name

2

Are you aged 20 or older?

☐ No ☐ Yes

3

What is your role or relationship to the young person?

4

In what capacity are you completing this Statement of Support?

- ☐ I'm a registered professional and I'm currently practicing
- ☐ I am a Youth Coach providing services to the young person as part of a Ministry of Social Development Youth Services Contract
- ☐ I was nominated by the young person and Ministry of Social Development

[Go to question 7](#)

[Go to question 7](#)

INFORMATION FOR Q3:
You can't be an immediate family member, such as a partner, parent, sibling grandparent. If you're unsure, please talk with us.

5

What professional organisation are you registered with?

6

What is your registration number?

☐

I don't have or require professional registration number

7

What are your contact details?

Address	
Mailing address	
Phone number	()
Email	

8

Have you read the young person's information and confirm they can't rely on the following parents for support?

☐

No I don't support this application

☐

Yes



Please confirm the names of the parents that can't support the young person

Parent 1

Parent 2

Step-parent 1

Step-parent 2

9

If necessary, please provide more information about the relationship and circumstances between the young person and their parents.

Please include the names of relevant parents.

Only give us information to explain the situation. Please don't give us sensitive, private or personal information that is not relevant to the support gap.

Your supporting statement



INFORMATION FOR Q7:

You must be willing to be contacted, if required.



INFORMATION FOR Q9:

By parents we mean natural parents, parents who have formally adopted the young person, and step-parents who are currently in a relationship with a natural or adoptive parent.

Declaration

- I understand what you do with my personal information and how you protect my privacy (privacy information is on page 11).
- The information I have provided is true and complete.

Supporting person's name (print)

Supporting person's signature

Day

Month

Year

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How we protect your privacy



MINISTRY OF SOCIAL
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Collecting your information

We collect your personal information, so we can provide income support, NZ Super or Veteran's Pension, Student Allowance, or Loans and connect you with employment, education and housing services. We do this under various Acts, which are all listed on our website at workandincome.govt.nz/privacy

- To help us do this, we collect information about your identity, your relevant history, and your eligibility for our services.
- We get this information directly from you, and we sometimes collect information about you from others, including other government agencies.
- You can choose not to give us your personal information, but we might not be able to help you if you don't.

Using your information

We use the information you give us to make decisions about the best way to help you.

- These decisions may be about:
 - whether you're eligible for our services
 - running our operations and ensuring our services are effective
 - the services we'll provide in the future.

Sharing your information

Sometimes, we need to share your information outside our Ministry to reach our goal of helping New Zealanders to be safe, strong, and independent.

- To do this, we may share your information with:
 - prospective employers to help you find work
 - contracted service providers that help us to help you
 - health providers if we need your medical information to assess your eligibility
 - other government agencies when we have an agreement with them
 - some other governments if you may be eligible to get or are getting an overseas pension.
- We also share personal information when the law says we have to.

Respecting you and your information

We make sure we follow the Privacy Act to do what's right when we use your information.

- We treat you and your information with respect, by acting responsibly and being ethical.
- We make sure any technology we use meets strict security standards so it keeps your information safe.

Get in touch if you have a question

You have a right to ask to see your personal information, and to ask for it to be corrected if it's wrong.

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at:
workandincome.govt.nz/pat-privacy

