Away from Home Allowance is a weekly payment to help carers with the living costs for 16 or 17 year olds who are living away from home while on a tertiary or training course. We pay the allowance to the carer of the young person. The carer also needs to be eligible for a family tax credit for the young person. More information is available on our website at workandincome.govt.nz

**Who can get this allowance?**

**What you need to bring**

**Proof of who you are:**

For you | For your partner (if you have one)
--- | ---
*If you were born in New Zealand*, bring one type of official identification that has your full legal name and your date of birth (for example, your birth certificate, passport, driver licence, firearms licence, deed poll).

*If you were born overseas*, bring proof that you have a right to live in New Zealand (for example, a citizenship certificate, a New Zealand passport, a passport from another country with residence class visa or proof of permanent residence).

*If your name has changed*, bring your marriage certificate, deed poll, or other proof of the name change.

*All people applying* need to bring **two** more documents that help to prove who you are (for example, a marriage certificate, bank statement, phone or power account, driver licence).

A form or letter from Inland Revenue showing your tax number.

Proof of your bank account details, such as a bank statement or deposit slip.

**One of the documents above must be at least two years old.**

**What else you need to bring**

- Birth certificate for the young person.
- Proof you’re eligible for Family Tax Credit from Inland Revenue.
- Proof of the tertiary study or employment-related training the young person’s attending.
- Proof of the young person’s accommodation costs.
Away from Home Allowance application

If you’ve received a benefit or extra financial help from us before, write your client number here if you know it. This number can be found on your Community Services Card if you have one.

Client number

Tell us the names you’ve been known by

1. What is your full name?
   - Mr
   - Mrs
   - Ms
   - Miss
   - Other
   First and middle names
   Surname or family name

2. Is the name on your birth certificate the same as above?
   - No
   - Yes
   First and middle names
   Surname or family name

3. Have you ever been known by any other name?
   - No
   - Yes
   Write them all out below
   1.
   2.

4. What name would you like us to call you?
   - The name I wrote in Question 1
   - The name I wrote in Question 2
   - Other
   Write the full name
Tell us more about you

What date were you born?

Day | Month | Year

Are you:

[ ] Male  [ ] Female  [ ] Gender diverse

What is your Inland Revenue tax number?

ATTACHMENT FOR Q7:
Bring a form or letter from Inland Revenue showing your tax number.

ATTACHMENT FOR Q8:
You need to provide proof of your bank account details, such as a bank statement or deposit slip.

What bank account would you want your payments to be paid into?

ATTACHMENT FOR Q8:
You need to provide proof of your bank account details, such as a bank statement or deposit slip.

What is your Inland Revenue tax number?

The account is in the name of:

The account number is:

Bank | Branch | Account number | Suffix

Tell us how we can contact you

Where do you live?

Flat/House number | Street name

Suburb | Town/City

Is your mailing address different from where you live?

[ ] No  [ ] Yes  [ ] Tell us your mailing address

How else can we contact you?

Home phone | ( )

Mobile phone | ( )

Other phone | ( )

Tell us more about you

Do you agree to get emails from us?

[ ] No  [ ] Yes  [ ] Tell us your email address  [ ] I don’t have an email address
## Tell us your ethnicity

**INFORMATION FOR Q13:**
We collect this information for statistics we use in research and future development work.

Tick the group(s) you most identify with.

<table>
<thead>
<tr>
<th>Group</th>
<th>Which tribe(s) or iwi?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Māori</td>
<td></td>
</tr>
<tr>
<td>New Zealand European</td>
<td></td>
</tr>
<tr>
<td>Niuean</td>
<td></td>
</tr>
<tr>
<td>Samoan</td>
<td></td>
</tr>
<tr>
<td>Indian</td>
<td></td>
</tr>
<tr>
<td>Other European</td>
<td></td>
</tr>
<tr>
<td>Tokelauan</td>
<td></td>
</tr>
<tr>
<td>Tongan</td>
<td></td>
</tr>
<tr>
<td>Chinese</td>
<td></td>
</tr>
<tr>
<td>Cook Island Māori</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Please write below</td>
</tr>
<tr>
<td>Don’t want to answer</td>
<td></td>
</tr>
</tbody>
</table>

## Tell us about your residence status

**HOW TO ANSWER Q14:**
This means you consider New Zealand your home, you’re a legal resident, you usually live here and you intend to stay.

Do you usually live in New Zealand?

- [ ] No
- [ ] Yes

What best describes your residence status in New Zealand? Tick only one box.

- [ ] New Zealand citizen by birth
  - Go to question 18
- [ ] Granted New Zealand citizenship
  - Date citizenship granted
    - Day
    - Month
    - Year
  - Go to question 16
- [ ] Granted permanent residency
  - Date permanent residence granted
    - Day
    - Month
    - Year
  - Go to question 16
- [ ] Other
  - What is your residence status?

When did you arrive in New Zealand?

- Day
- Month
- Year

What country were you born in?

-
Definition of a relationship for benefit purposes

Whether people are single or a couple affects eligibility for certain income assistance and the rate at which we can pay that assistance.

When we work out your entitlement to income assistance, we'll consider you to be in a relationship if you're married, in a civil union, or in a de facto relationship, and have a degree of companionship.

By degree of companionship, we mean two people:

- are committed to each other emotionally for the foreseeable future, and
- are financially interdependent.

To give you a better idea of what we mean by this, think about whether your relationship includes some of the things below:

- you live together at the same address most of the time
- you share responsibilities, for example bringing up children (if any)
- you socialise and holiday together
- you share money, bank accounts or credit cards
- you share household bills
- you have a sexual relationship
- people think of you as a couple
- you give each other emotional support and companionship.

Do you understand our definition of a relationship?

☐ I understand the definition of a relationship for benefit purposes

Do you have a partner?

By ‘partner’ we mean someone you’re in a relationship with. If you’re not sure, please leave this section blank until you talk to us. In the meantime, go to question 23.

☐ No  Go to question 23  ☐ Yes

What is your partner’s full name?

What is your partner’s date of birth?

Day  Month  Year

What is your relationship status with your partner?

Tick one of the following boxes

☐ Married  ☐ In a civil union  ☐ In a relationship

Family tax credit

Are you currently receiving family tax credit?

☐ No  If you don’t get family tax credit you’ll need to bring a letter from Inland Revenue to show you are entitled to it.

☐ Yes  If you don’t get a benefit you’ll need to bring a letter from Inland Revenue to confirm your family tax credit payments.

If you’re not entitled to family tax credit you don’t qualify for this allowance.
Tell us about the young person

What is the name of the young person you need this allowance for?
First and middle names  Surname or family name

What date were they born?
Day  Month  Year

Are you the young person’s parent?
No  Yes  Go to question 28

What is your relationship to the child?

Please tell us the full names of the young person’s natural parents.
Parent 1
First and middle names  Surname or family name

Parent 2
First and middle names  Surname or family name

Are you solely responsible for the financial support of this young person?
No  Yes

Tell us where the young person lives.
Flat/House number  Street name
Suburb  Town/City

What is the young person’s accommodation costs?
Rent  Board
Tell us how much rent each week  Tell us how much board each week $  $

What is the name, address and phone number of the person the rent or board is paid to?
Person’s name

Person’s contact details
Address
Phone number  Fax
Email
**Training verification**

Please get the young person’s trainer at their tertiary institution or training organisation to sign the bottom of this form.

<table>
<thead>
<tr>
<th>Client number</th>
<th></th>
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<tbody>
<tr>
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</tbody>
</table>

| 1 | What is the applicant’s name? |
|   | First and middle names | Surname or family name |
|   |                        |                        |

| 2 | What is the young person’s name? |
|   | First and middle names | Surname or family name |
|   |                        |                        |

| 3 | Education or training details |
|   | What is the name of the course? |
|   |                                |

| 4 | What is the name of the training organisation running the course? |
|   |                                                                  |

| 5 | Is the training an approved employment-related training course? |
|   | No | Please tell us about the course | Yes |
|   |    |                                |

| 6 | What are the course dates? |
|   | Start date | Finish date |
|   | Day | Month | Year | Day | Month | Year |

**Applicant’s declaration and signature**

The information I have given you is true and complete.

<table>
<thead>
<tr>
<th>Applicant’s name (print)</th>
<th>Applicant’s signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Day</td>
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</tbody>
</table>

**Trainer’s declaration and signature**

I confirm that the above course details are correct.

<table>
<thead>
<tr>
<th>Trainer’s name (print)</th>
<th>Trainer’s signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Day</td>
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</table>

Training organisation’s name

<table>
<thead>
<tr>
<th>Organisation’s contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Phone number</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>
Privacy Statement

The Ministry of Social Development includes Work and Income, MSD Housing Assessment, Senior Services, StudyLink and other service lines. The legislation administered by the Ministry of Social Development allows us to check the information that you give us. This may happen when you apply for assistance and at any time after that. The Privacy Act 1993 requires us to tell you why we collect the information and what we will do with it.

Why we collect information

The information you give us is collected under the authority of the legislation administered by the Ministry of Social Development and 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:

- granting benefits and other assistance under the Social Security Act 2018
- delivering superannuation services under the New Zealand Superannuation and Retirement Income Act 2001
- delivering assistance under the Veterans’ Support Act 2014
- providing services under the Residential Care and Disability Support Services Act 2018
- statistical and research purposes
- providing advice to Government
- providing support and services for you and your family
- providing education related services
- care and protection needs of children
- assessing eligibility for social housing and calculating income-related rents under the Housing Restructuring and Tenancy Matters Act 1992
- assessing whether you and/or your partner may be entitled to an overseas pension, benefit or allowance.

You are not required to give the Ministry of Social Development information, but if you do not give us all the information we ask for, your application for benefits or pensions and other assistance may be declined.

We may contact health practitioners

The Ministry of Social Development may contact health practitioners to check any health related information you give us.

We may use information for public housing

Information you give us when you apply for assistance, and at any time after that, may also be used for public housing purposes under the Housing Restructuring and Tenancy Matters Act 1992, including reviewing your eligibility for social housing or your income-related rent.

Public housing is subsidised housing available to people in the greatest need of housing for the duration of their need. It is provided by Housing New Zealand and approved community housing providers.

We may compare the information you give us with information held by other agencies

The information you give us may be compared with information held by other agencies such as Inland Revenue, the Ministry of Justice, Department of Corrections, New Zealand Customs Service, Department of Internal Affairs, 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, Malta and the Netherlands).

We may share information with Inland Revenue

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 Ministry of Business, Innovation, and Employment, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
- disclose your personal information to your partner.

We may give information to service providers, employers, public housing providers and childcare providers

The Ministry of Social Development may:

- give employers information about you if you use our employment services
- share information with childcare centres to administer your entitlement to childcare assistance
- give information about you to the Tertiary Education Commission, Workbridge, training providers, career services or other agencies that have a formal agreement to provide services on behalf of the Ministry of Social Development, if you use our employment services
- share information about you with public housing providers (such as Housing New Zealand) to administer your housing-related assistance.

We may use your information to give you a better service

Other information that you give us that is not required to assess your entitlement may be used to provide a better service to you.

You have the right to see and correct your information

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 and Signature

Let us know when things change
You need to let us know about changes you, your partner or the young person might have that might affect the amount you’re paid, like:

- starting, stopping or changing jobs
- starting or finishing study
- changes to your pay or other income, including getting an overseas pension
- changes to the young person’s accommodation costs.

Changes to information about you or your family, like:

- name, address, contact details or bank account number
- starting or ending a relationship, marriage, or civil union.

We also need to know if you, your partner or the young person:

- are travelling overseas
- go into or come out of hospital
- are being held in custody or on remand.

Your rights
If you don’t think we have things right or there’s something you don’t understand:

- call us – we can usually fix it over the phone
- you have the right to ask us to review the decision. Find out how at msd.govt.nz/reviews

Signature

- I’ve answered all the questions that apply to me and my situation
- I understand the changes I need to let you know about
- The information I’ve given you is true and complete
- I understand what you do with my personal information and how you protect my privacy.

Applicant’s name (print)  Applicant’s signature  Date

Day  Month  Year