

# Child Inclusion form



Work and Income  
Te Hiranga Tangata

A service of the Ministry of Social Development

If a child has come into your care and you already get a benefit from us, you need to fill in this form.

If the child was cared for by someone else, you need to provide a letter from the previous caregiver telling us :

- when the child left their care
- why the child left their care
- how long the child will be with you, even if the child is your own.

If you and your partner are both under 20 years old and you have dependent children, you may qualify for Young Parent Payment. Please talk to us about this.

## Tell us about yourself

Write your client number here. It can be found on your Community Services Card.

Client number

### 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

3

#### Where do you live?

Flat/House number      Street name

Suburb

Town/City

#### HOW TO ANSWER Q3:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

4

#### Is your mailing address different from where you live?

No

Yes



Tell us your mailing address

  

#### HOW TO ANSWER Q4:

Mailing address can include a postal box (PO Box), rural delivery details, or C/O address.

5

#### How else can we contact you?

Tick the best way for us to contact you

Home phone	(      )	
Mobile phone	(      )	
Other phone	(      )	
Email		

#### HOW TO ANSWER Q5:

Please only give us contact details you would like us to use.

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#### If you qualify for any Working for Families Tax Credits do you want them paid with your benefit?

No

Yes

If you tick 'Yes', we will tell Inland Revenue for you – so you do not need to

# Tell us about the dependent children you wish to include

A dependent child is a child that you support financially and who lives with you as a member of your family, including your own children, adopted children, stepchildren, children at boarding school and grandchildren/mokopuna.

## Child 1

**ATTACHMENT FOR CHILD 1:**  
Bring the birth certificate for this dependent child.

7

### What is the child's full name?

First and middle names

Surname or family name

8

### Has the child ever been known by any other name?

No

Yes



Write them all out below

9

### What date did the child come into your care?

Day

Month

Year

10

### What is the child's relationship to you?

11

### What date was the child born?

Day

Month

Year

12

### Who are the child's parents?

Parent 1: Full name

Parent 2: Full name

13

### Are there previous caregivers for this child?

No

Yes



Give their names below

Parent 1: Full name

Parent 2: Full name

14

### Do you have a shared custody arrangement for this child?

No

Yes



Please provide details below

Hours a week in your care

Name of the person you have shared custody with

### INFORMATION FOR Q15:

Paid Parental Leave is paid to eligible parents to care for their newborn or newly adopted child. It is paid by Inland Revenue.

You may get Best Start tax credits when the Paid Parental Leave ends.

15

### Have you applied, or will you apply, for Paid Parental Leave?

No

Yes



Please provide details below

What date will it end?

Day

Month

Year

16

### Are there more children you wish to include?

No

Go to the declaration on page 4

Yes

## Child 2

**ATTACHMENT FOR CHILD 2:**

Bring the birth certificate for this dependent child.

17

### What is the child's full name?

First and middle names

Surname or family name

18

### Has the child ever been known by any other name?

No

Yes



Write them all out below

19

### What date did the child come into your care?

Day

Month

Year

20

### What is the child's relationship to you?

21

### What date was the child born?

Day

Month

Year

22

### Who are the child's parents?

Parent 1: Full name

Parent 2: Full name

23

### Are there previous caregivers for this child?

No

Yes



Give their names below

Parent 1: Full name

Parent 2: Full name

24

### Do you have a shared custody arrangement for this child?

No

Yes



Please provide details below

Hours a week in your care

Name of the person you have shared custody with

25

### Have you applied, or will you apply, for Paid Parental Leave?

No

Yes



Please provide details below

What date will it end?

Day

Month

Year

26

### Are there more children you wish to include?

No

Go to the declaration on page 4

Yes

## Child 3

27

### What is the child's full name?

First and middle names

Surname or family name

28

### Has the child ever been known by any other name?

No

Yes



Write them all out below

29

### What date did the child come into your care?

Day

Month

Year

30

### What is the child's relationship to you?

31

### What date was the child born?

Day

Month

Year

32

### Who are the child's parents?

Parent 1: Full name

Parent 2: Full name

33

### Are there previous caregivers for this child?

No

Yes



Give their names below

Parent 1: Full name

Parent 2: Full name

34

### Do you have a shared custody arrangement for this child?

No

Yes



Please provide details below

Hours a week in your care

Name of the person you have shared custody with

35

### Have you applied, or will you apply, for Paid Parental Leave?

No

Yes



Please provide details below

What date will it end?

Day

Month

Year

## Declaration

- I understand that my or my partner's obligations for receiving a benefit may change when a child is included.
- The information I have provided is true and complete.
- I understand that if there are any changes in either my circumstances or the child's circumstances, I must let Work and Income know.

Your name (print)

Your signature

Date

Day

Month

Year

The Family Violence Intervention Programme is available to any Work and Income clients affected by family violence (victim, perpetrator or witness). Case managers can provide you with information about local family violence support services or stopping violence services so you can seek support. If you have any concerns about your safety or the safety of your children please talk to us about how we can help you.