Use this application to apply for:

- **Childcare Subsidy** – Payments that help families with the cost of pre-school childcare
- **OSCAR Subsidy** – Payments for children who are at school and are under 14 years (or under 18 if you get a Child Disability Allowance for them).

If you need more information go to [workandincome.govt.nz](http://workandincome.govt.nz) and search on Childcare or call us on 0800 559 009.

We suggest you read these instructions before you fill in the application, so you get a feel for what’s needed.

Work and Income may be able to help with assistance towards childcare costs if:

- you’re the main caregiver of the child, and
- your family is on a low or middle income, and
- you’re a New Zealand citizen or permanent resident, and
- your child has at least three hours of care a week.

The childcare assistance available to you will depend on your individual situation and the type of childcare your child is enrolled in.

If you have a 3 or 4 year old child, they may be able to get up to 20 hours of early childhood education (20 Hours ECE) funded by the Government. It will depend on the type of childcare service your child attends and whether they offer 20 hours ECE.

Apply now - before your child starts the programme.

So you can get a subsidy from the day your child starts the programme, you need to apply before your child’s first day. This is especially important for school holidays.
Our commitment to YOU

Know you

We will get to know you, your situation and your needs

We will make sure you understand everything you need to know

We will use your feedback to improve our service

We will respect your privacy and be clear about how we use your information and who we share it with

Support you

We will let you know everything you may be eligible for

We will help you however we can, as soon as we can

The information we give you will be accessible and consistent no matter how you contact us

We will be honest about our mistakes and put them right

With you

We will respect you and what is important to you

We will work together to achieve shared goals

We will let you know your options, rights and obligations

Our actions will follow our words

How did we do?
Let us know by visiting msd.govt.nz/feedback or call us on 0800 552 002
Once you’ve filled in the application form, use this page to check you’ve done everything you need to and have gathered all the documents you need to provide.

Talk to us if you don’t have any of the documents, have given them to us recently or if there might be a delay in getting them.

### Proof of who you are:

<table>
<thead>
<tr>
<th>For you</th>
<th>For your partner (if you have one)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If you were born in New Zealand</strong>, 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).</td>
<td></td>
</tr>
<tr>
<td><strong>If you were born overseas</strong>, 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).</td>
<td></td>
</tr>
<tr>
<td><strong>If your name has changed</strong>, bring your marriage certificate, deed poll, or other proof of the name change.</td>
<td></td>
</tr>
<tr>
<td><strong>All people applying</strong> need to bring <strong>two</strong> more documents that help to prove who you are (for example, a marriage certificate, bank statement, phone or power account, driver licence).</td>
<td></td>
</tr>
</tbody>
</table>

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

### Other things you must bring:

<table>
<thead>
<tr>
<th>For you</th>
<th>For your partner (if you have one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full birth certificates for <strong>each dependent child</strong> in your care.</td>
<td></td>
</tr>
<tr>
<td>Your full set of business accounts, if you have your own business.</td>
<td></td>
</tr>
</tbody>
</table>

### Depending on answers, you may need to bring:

<table>
<thead>
<tr>
<th>For you</th>
<th>For your partner (if you have one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your marriage or civil union certificate, for a current relationship.</td>
<td></td>
</tr>
<tr>
<td>Proof of your wages or salary for the last 52 weeks (for example, payslips, a letter from your employer).</td>
<td></td>
</tr>
<tr>
<td>Proof of any other before-tax income for the last 52 weeks (for example, interest, child support, rental income, etc).</td>
<td></td>
</tr>
</tbody>
</table>
In the applicant form, ‘you’, ‘your’, and ‘yourself’ means the person applying for Childcare Assistance.

If we say ‘your partner’ this only applies to you if you have one.

Tell us about yourself

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

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

ATTACHMENT FOR Q1: Bring proof of your identity. What you need to bring is explained on page 3.

ATTACHMENT FOR Q3: Bring your marriage certificate, deed poll, or other proof of any name change.
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?

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  

How else can we contact you?

Tick the best way for us to contact you
Home phone    (    )
Mobile phone    (    )
Other phone    (    )

Do you agree to get emails from us?
☐ No  ☐ Yes  

Tell us your mailing address
☐ I don’t have an email address

INFORMATION FOR Q11:
With an email address and mobile number you can sign up to MyMSD online. It’s an easy way to keep your details with us up to date and view some of your letters online. We may also email you information.
Tell us your ethnicity

INFORMATION FOR Q12:
We collect this information for statistics we use in research and future development work.

Tick the group(s) you most identify with.
- Māori
- Which tribe(s) or iwi?
- New Zealand European
- Niuean
- Samoan
- Indian
- Other European
- Tokelauan
- Tongan
- Chinese
- Cook Island Māori
- Other
- Please write below
- Don’t want to answer

Tell us about your residence status

HOW TO ANSWER Q13:
This means that 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 17
- Granted New Zealand citizenship
- Date citizenship granted
- Go to question 15
- Day
- Month
- Year
- Granted permanent residency
- Date permanent residence granted
- Go to question 15
- Day
- Month
- Year
- Other
- What is your residence status?

When did you arrive in New Zealand?
- Day
- Month
- Year

What country were you born in?

-
Tell us about your work, education and activities

Tell us about your work

Tell us the reason you or your partner (if you have one) are applying for childcare assistance. Tick all that apply.

☐ Work
☐ Work-related course or studying
☐ Doing activities arranged by Work and Income
☐ Another reason

Please explain why you’re applying

Are you working?

☐ No  Go to question 22  ☐ Yes

Who are you working for?

<table>
<thead>
<tr>
<th>Employer’s name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer’s address</td>
<td></td>
</tr>
<tr>
<td>Employer’s phone number</td>
<td>(   )</td>
</tr>
<tr>
<td>Employer’s email or fax</td>
<td></td>
</tr>
</tbody>
</table>

How many hours a week, including lunch hours, do you spend at work?

☐

How many hours a week do you spend travelling from the childcare service to work and returning?

☐

Tell us about your education

Are you on a work-related course or studying?

☐ No  Go to question 30  ☐ Yes

What are the details of the training organisation?

<table>
<thead>
<tr>
<th>Training organisation’s name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td>(   )</td>
</tr>
<tr>
<td>Email or fax</td>
<td></td>
</tr>
</tbody>
</table>
### What is the name of your course?


### Is the course NZQA accredited?

- [ ] No
- [x] Yes

### What are the start and finish dates of the course?

<table>
<thead>
<tr>
<th>Start date</th>
<th>Finish date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Month</td>
</tr>
</tbody>
</table>

### How many hours a week do you spend at your course?


### How many hours a week do you spend on other study?


### How many hours a week do you spend travelling from the childcare service to your course and returning?


### Tell us about your activities

### Are you doing activities arranged for you by Work and Income?

- [ ] No
- [ ] Yes
  
  [Go to question 34]

### What type of activities are you doing?


### How many hours a week do you spend at that activity?


### How many hours a week do you spend travelling from the childcare service to your activity and returning?


### Other reasons for childcare

### Are you applying for childcare assistance because of medical reasons?

- [ ] No
- [ ] Yes

  [How long is the medical condition expected to last?]

### How many hours a week do you need childcare?


**Attachment for Q34 and 35:**
You’ll need to provide proof from a health practitioner of the childcare that’s required and how long you need it for.
Tell us about your income and assets

Do you expect to get income from any of the following sources in the next 52 weeks?

Tick one box in each line below

<table>
<thead>
<tr>
<th>Source</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages or salary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paid parental leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Termination pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Redundancy pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accident compensation (eg ACC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income insurance (replacement/ protection)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farm or business income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments from self employment or contract work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest from savings, investments, or bonds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dividends from shares, unit trusts, or managed funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from rents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments from boarders or flatmates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Support payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other income for a child</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments from a former partner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Allowance, scholarship, or Student Loan living cost payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overseas pension, benefit or allowance payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other superannuation or retirement scheme income (government or private)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from an estate, if you’ve inherited money</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from trusts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Important:** You must answer question 37

ATTACHMENT FOR Q36:
You may need to provide proof of your income unless you’ve recently given it to us. Provide a copy of your full set of business accounts.

INFORMATION FOR Q36:
In this application form, ‘partner’ means the person you’re married to or in a civil union or relationship with, not a business partner.
**HOW TO ANSWER Q37:**
How often do you expect the payment, such as weekly, fortnightly, monthly, one-off.
The types of income you need to include here are listed on page 10.

Did you answer ‘yes’ or ‘jointly with partner’ to any of the sources of income listed in question 36?

- No
- Yes

Please write the details below. Tell us the before-tax amounts.

<table>
<thead>
<tr>
<th>Payment made to?</th>
<th>Where will the payment come from?</th>
<th>You</th>
<th>Jointly with partner</th>
<th>How often do you expect the payment?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**HOW TO ANSWER Q38:**
Other types of payment include advantages such as free or subsidised goods and services (for example, free food, subsidised accommodation).

Will you get other types of payment apart from money in the next 52 weeks?

- No
- Yes

Please tell us about the type of payment and its value.

<table>
<thead>
<tr>
<th>Type of payment</th>
<th>Where will it come from?</th>
<th>Its value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
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<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
Tell us about your dependent children

If you need to include more than seven children in your application, please write these details about each one on a separate sheet of paper, and bring them with this application form.

### Who are the dependent children in your care?

<table>
<thead>
<tr>
<th>Child 1</th>
<th>Full name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>Relationship to you</td>
</tr>
<tr>
<td>Day</td>
<td>Month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child 2</th>
<th>Full name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>Relationship to you</td>
</tr>
<tr>
<td>Day</td>
<td>Month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child 3</th>
<th>Full name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>Relationship to you</td>
</tr>
<tr>
<td>Day</td>
<td>Month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child 4</th>
<th>Full name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>Relationship to you</td>
</tr>
<tr>
<td>Day</td>
<td>Month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child 5</th>
<th>Full name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>Relationship to you</td>
</tr>
<tr>
<td>Day</td>
<td>Month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child 6</th>
<th>Full name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>Relationship to you</td>
</tr>
<tr>
<td>Day</td>
<td>Month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child 7</th>
<th>Full name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of birth</td>
<td>Relationship to you</td>
</tr>
<tr>
<td>Day</td>
<td>Month</td>
</tr>
</tbody>
</table>

**HOW TO ANSWER Q39**

Please give the names of children you support financially and who live with you as a member of your family, including:

- your own children
- adopted children
- stepchildren
- children at boarding school
- grandchildren / mokopuna
- children you have shared care for.

The child’s name should be the same as on the child’s birth certificate.

**ATTACHMENT FOR Q39:**

Bring the birth certificate for each dependent child unless you’ve given them to us recently.
How to Answer 40:

- If you have a 3 or 4 year old child, they may be able to get up to 20 hours of free early childhood education (20 Hours ECE). It will depend on the type of childcare service your child attends and whether they offer free hours.

Which children receive 20 hours ECE from any childcare service?

- None of my children

Child 1

Child’s name

Which childcare service/s does the child get 20 Hours ECE from?

How many hours are received per week in total?

What date did the 20 Hours ECE start?

Day  Month  Year

Child 2

Child’s name

Which childcare service/s does the child get 20 Hours ECE from?

How many hours are received per week in total?

What date did the 20 Hours ECE start?

Day  Month  Year

Child 3

Child’s name

Which childcare service/s does the child get 20 Hours ECE from?

How many hours are received per week in total?

What date did the 20 Hours ECE start?

Day  Month  Year

Child 4

Child’s name

Which childcare service/s does the child get 20 Hours ECE from?

How many hours are received per week in total?

What date did the 20 Hours ECE start?

Day  Month  Year

Which children do you wish to get Childcare Subsidy for?

- None of my children

Child’s name

Which children do you wish to get OSCAR Subsidy for?

- None of my children

Child’s name

If you’re granted OSCAR subsidy, you’ll have to complete an OSCAR declaration for every term and holiday care.

Information for Q41:

The Childcare Subsidy is for pre-school children aged either:

- under 5 years (or over 5 if they’re going to a school where new entrants start in groups) or
- under 6 years if you get a Child Disability Allowance for them.

Information for Q42:

The OSCAR Subsidy is for children who are at school and are under 14 years (or under 18 if you get a Child Disability Allowance for them).
Tell us about your relationship status

**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 decide 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.

**HOW TO ANSWER Q43:**

Tick this statement to confirm you understand the definition of a relationship for benefit purposes. If you don’t understand what we mean by a relationship please talk with us.

1. Do you understand our definition of a relationship?
   - [ ] I understand the definition of a relationship for benefit purposes
   - [ ] I don’t understand what we mean by a relationship

2. Do you have a partner?
   - By ‘partner’ we mean someone you’re in a relationship with. If you’re not sure, please talk to us.
   - [ ] No  [ ] Yes
   - [ ] Your partner needs to complete the Partner form on page 16

3. What is your partner’s full name?

4. What date was your partner born?
   - Day  Month  Year

**ATTACHMENT FOR Q47:**

Bring your marriage or civil union certificate for your current relationship.

5. What is your relationship status with your partner?
   - [ ] Married  [ ] In a civil union  [ ] In a relationship
Obligations, signature and checklist

Let us know when things change
You need to let us know about changes that might affect the Childcare Assistance, like:
• starting, stopping or changing jobs
• starting or finishing part-time or full-time study
• changes to your pay or other income, including getting an overseas pension
• starting to run a business (for yourself or someone else).
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
• a partner passes away
• the number of children in your care, including having another baby.
We also need to know if you:
• 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 (privacy information is on page 24).

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

Day  Month  Year

Checklist

Tick when completed
Have you answered all the questions you need to?  
Have you initialled any changes you’ve made on the form?  
Has the childcare provider completed their section (from page 25)?  
Has your partner (if you have one) completed their section of the form (from page 16)?  
Have you gathered the other documents you need to provide?  
Have you signed your application?  

Bring this form and documents to us. An appointment is not usually necessary.
Tell us about yourself

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

   Is the name on your birth certificate the same as above?
   - No
   - Yes

   First and middle names

   Surname or family name

   Have you ever been known by any other name?
   - No
   - Yes

   Write them all out below

   1.
   2.

   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

ATTACHMENT FOR Q1:
Bring proof of your identity. What you need to bring is explained on page 3.

ATTACHMENT FOR Q3:
Bring your marriage certificate, deed poll, or other proof of any name change.

HOW TO ANSWER Q3:
For example, have you had married names, English names, changes by deed poll, or aliases?
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?


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?

Tick the best way for us to contact you

Home phone ( )

Mobile phone ( )

Other phone ( )

Fax ( )

Do you agree to get emails from us?

☐ No ☐ Yes

Tell us your mailing address

☐ I don’t have an email address

INFORMATION FOR Q11:
With an email address and mobile number you can sign up to MyMSD online. It’s an easy way to keep your details with us up to date and view some of your letters online. We may also email you information.
Tell us your ethnicity

INFORMATION FOR Q12: We collect this information for statistics we use in research and future development work.

Tick the group(s) you most identify with.
- Māori
- New Zealand European
- Other European
- Cook Island Māori
- Other

Which tribe(s) or iwi?

Tell us about your residence status

HOW TO ANSWER Q13:
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
- Granted New Zealand citizenship
- Granted permanent residency
- Other

Date citizenship granted

Date permanent residence granted

When did you arrive in New Zealand?

Day Month Year

What country were you born in?

Please write below

Don’t want to answer
Tell us about your work, education and activities

By ‘work’ we mean any employment for which you get paid or get other advantages for, such as free or subsidised board, payments in kind, drawings from a business or childcare payments from an employer.

Tell us the reason you or your partner (if you have one) are applying for childcare assistance. Tick all that apply.

☐ Work
☐ Work-related course or studying
☐ Doing activities arranged by Work and Income
☐ Another reason  🔄 Please explain why you’re applying

Are you working?
☐ No  ➤ Go to question 22  ☑ Yes

Who are you working for?

<table>
<thead>
<tr>
<th>Employer’s name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer’s address</td>
<td></td>
</tr>
<tr>
<td>Employer’s phone number</td>
<td>(   )</td>
</tr>
<tr>
<td>Employer’s email or fax</td>
<td></td>
</tr>
</tbody>
</table>

How many hours a week, including lunch hours, do you spend at work?


How many hours a week do you spend travelling from the childcare service to work and returning?


Tell us about your education

Are you on a work-related course or studying?
☐ No  ➤ Go to question 30  ☑ Yes

What are the details of the training organisation?

<table>
<thead>
<tr>
<th>Training organisation’s name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone number</td>
<td>(   )</td>
</tr>
<tr>
<td>Email or fax</td>
<td></td>
</tr>
</tbody>
</table>
What is the name of your course?

Is the course NZQA accredited?
- No
- Yes

What are the start and finish dates of the course?

<table>
<thead>
<tr>
<th>Start date</th>
<th>Finish date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Month</td>
</tr>
</tbody>
</table>

How many hours a week do you spend at your course?

How many hours a week do you spend on other study?

How many hours a week do you spend travelling from the childcare service to your course and returning?

Tell us about your activities

Are you doing activities arranged for you by Work and Income?
- No
- Yes

What type of activities are you doing?

How many hours a week do you spend at that activity?

How many hours a week do you spend travelling from the childcare service to your activity and returning?

Other reasons for childcare

Are you applying for childcare assistance because of medical reasons?
- No
- Yes

How long is the medical condition expected to last?

How many hours a week do you need childcare?
Tell us about your income and assets

Do you expect to get income from any of the following sources in the next 52 weeks?

Tick one box in each line below:

<table>
<thead>
<tr>
<th>Source</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages or salary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paid parental leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Termination pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Redundancy pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accident compensation (e.g. ACC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income insurance (replacement/protection)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farm or business income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments from self-employment or contract work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest from savings, investments, or bonds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dividends from shares, unit trusts, or managed funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from rents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments from boarders or flatmates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Support payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other income for a child</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments from a former partner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Allowance, scholarship, or Student Loan living cost payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overseas pension, benefit or allowance payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other superannuation or retirement scheme income (government or private)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from an estate, if you’ve inherited money</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from trusts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Important: You must answer question 37
**How to answer Q37:**

How often do you expect the payment, such as weekly, fortnightly, monthly, one-off.

The types of income you need to include here are listed on page 21.

<table>
<thead>
<tr>
<th>Payment made to?</th>
<th>You</th>
<th>Jointly with partner</th>
<th>How often do you expect the payment?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Did you answer ‘yes’ or ‘jointly with partner’ to any of the sources of income listed in question 36?**

- [ ] No
- [ ] Yes

*Please write the details below. Tell us the before-tax amounts.*

**How to answer Q38:**

Other types of payment include advantages such as free or subsidised goods and services (for example, free food, subsidised accommodation).

**Will you get other types of payment apart from money in the next 52 weeks?**

- [ ] No
- [ ] Yes

*Please tell us about the type of payment and its value.*

<table>
<thead>
<tr>
<th>Type of payment</th>
<th>Where will it come from?</th>
<th>Its value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
Let us know when things change

You need to let us know about changes that might affect the Childcare Assistance, like:

- your child leaving the childcare centre
- if your child is absent and no absence fee is charged. Note: you must let us know within 15 days if the child is absent and the childcare centre charges a fee
- starting, stopping or changing jobs
- starting or finishing part-time or full-time study
- changes to your pay or other income, including getting an overseas pension
- starting to run a business (for yourself or someone else).

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
- a partner passes away
- the number of children in your care, including having another baby.

We also need to know if you:

- 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 (privacy information is on page 24).

Partner’s name (print) | Partner’s signature | Date
---|---|---

Day | Month | Year

Checklist

Tick when completed

- Have you answered all the questions you need to?
- Have you initialled any changes you’ve made on the form?
- Has the childcare provider completed their section (from page 25)?
- Has your partner (if you have one) completed their section of the form (from page 16)?
- Have you gathered the other documents you need to provide?
- Have you signed your application?

Bring this form and documents to us. An appointment is not usually necessary.
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/privacy
This form needs to be completed by the supervisor of the childcare or OSCAR programme. The information is required under section 298 of the Social Security Act 2018.

### Childcare service/OSCAR programme details

| 1 | What is the name of your childcare service/OSCAR programme? 
| 2 | What is your Work and Income childcare service/OSCAR provider number? [ ] [ ] [ ] [ ] [ ] 
| 3 | What are your organisation’s contact details?  
| Work phone | (   )  
| Mobile phone | (   )  
| Email |  

#### INFORMATION FOR Q4:  
If you offer 20 Hours ECE you can’t charge a fee for those hours. The Childcare Subsidy cannot be used to cover any donations or optional charges that may be asked.

| 4 | Does your childcare service offer 20 Hours ECE?  
| No | Yes  

| 5 | Do you charge a holding or absence fee?  
| No | Yes  

---
**Please provide details of the care for each child.**

<table>
<thead>
<tr>
<th>Child 1</th>
<th>Child’s full name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours of care (weekly total)</td>
</tr>
<tr>
<td></td>
<td>Care start date</td>
</tr>
<tr>
<td></td>
<td>Your hourly fee (before subsidy)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child 2</th>
<th>Child’s full name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours of care (weekly total)</td>
</tr>
<tr>
<td></td>
<td>Care start date</td>
</tr>
<tr>
<td></td>
<td>Your hourly fee (before subsidy)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child 3</th>
<th>Child’s full name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours of care (weekly total)</td>
</tr>
<tr>
<td></td>
<td>Care start date</td>
</tr>
<tr>
<td></td>
<td>Your hourly fee (before subsidy)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child 4</th>
<th>Child’s full name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours of care (weekly total)</td>
</tr>
<tr>
<td></td>
<td>Care start date</td>
</tr>
<tr>
<td></td>
<td>Your hourly fee (before subsidy)</td>
</tr>
</tbody>
</table>

**Supervisor’s statement**

- The information I have provided is true and complete.
- I have authority to complete this form for my organisation.

<table>
<thead>
<tr>
<th>Supervisor’s name (print)</th>
<th>Supervisor’s signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Day</td>
</tr>
</tbody>
</table>
This is an extra form in case you need it or if your children go to more than one childcare provider. This form needs to be completed by the supervisor of the childcare or OSCAR programme. The information is required under section 298 of the Social Security Act 2018.

**Childcare service/OSCAR programme details**

**1** What is the name of your childcare service/OSCAR programme?

**2** What is your Work and Income childcare service/OSCAR provider number?

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**3** What are your organisation’s contact details?

<table>
<thead>
<tr>
<th>Work phone</th>
<th>( )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile phone</td>
<td>( )</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

**4** Does your childcare service offer 20 Hours ECE?

☐ No  ☐ Yes

**5** Do you charge a holding or absence fee?

☐ No  ☐ Yes

**Keep this application moving**

So the subsidy can start from the day the child starts the programme, we need the application before the child’s first day. This is especially important for school holidays. Your childcare service or OSCAR programme must already be approved to provide childcare and have a Work and Income childcare service/OSCAR provider number.

**INFORMATION FOR Q4:**

If you offer 20 Hours ECE you can’t charge a fee for those hours. The Childcare Subsidy cannot be used to cover any donations or optional charges that may be asked.
HOW TO ANSWER Q6:
Please tell us your hourly fee after you've applied any discount (for example staff discount) but before any Work and Income subsidy is applied.
If you don't have an hourly fee (for example if you have a session fee), please write 'N/A' in this box and just tell us the total weekly fee, before subsidy.

<table>
<thead>
<tr>
<th>Child 1</th>
<th>Child’s full name</th>
<th>Hours of care (weekly total)</th>
<th>Hours of 20 Hours ECE received (weekly total)</th>
<th>Care start date</th>
<th>Care end date – OSCAR only</th>
<th>Your hourly fee (before subsidy)</th>
<th>Total weekly fee (before subsidy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 2</td>
<td>Child’s full name</td>
<td>Hours of care (weekly total)</td>
<td>Hours of 20 Hours ECE received (weekly total)</td>
<td>Care start date</td>
<td>Care end date – OSCAR only</td>
<td>Your hourly fee (before subsidy)</td>
<td>Total weekly fee (before subsidy)</td>
</tr>
<tr>
<td>Child 3</td>
<td>Child’s full name</td>
<td>Hours of care (weekly total)</td>
<td>Hours of 20 Hours ECE received (weekly total)</td>
<td>Care start date</td>
<td>Care end date – OSCAR only</td>
<td>Your hourly fee (before subsidy)</td>
<td>Total weekly fee (before subsidy)</td>
</tr>
<tr>
<td>Child 4</td>
<td>Child’s full name</td>
<td>Hours of care (weekly total)</td>
<td>Hours of 20 Hours ECE received (weekly total)</td>
<td>Care start date</td>
<td>Care end date – OSCAR only</td>
<td>Your hourly fee (before subsidy)</td>
<td>Total weekly fee (before subsidy)</td>
</tr>
</tbody>
</table>

Supervisor’s statement
• The information I have provided is true and complete.
• I have authority to complete this form for my organisation.

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

Day    Month    Year  