

Early Learning Payment application



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Early Learning Payment is available to families who are enrolled in a Family Start or Early Start programme. It helps pay the cost of early childhood education for children aged 18 months to three years.

The Early Learning Payment is paid up to a maximum of 20 hours a week and is usually paid directly to the childcare provider.

You may also be able to receive a Childcare Subsidy if you want your child/children to attend for more than the maximum hours being paid for by the Early Learning Payment.

What you need to do next

When you apply for the Early Learning Payment, you'll need to:

- complete this form with your Family Start or Early Start programme worker
- ask the supervisor of the early childhood service your child is, or will be, attending to fill in page 9
- ask your Family Start or Early Start programme worker to fill in page 10, if this is the first time you're applying
- give the documents we need to your Family Start or Early Start programme worker, and they'll send them to us for you, or you can bring them to us yourself.

What you need to provide

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.

INFORMATION NOTE:

Documents need to be originals, or copies of documents that have been certified as a **true copy** by a Solicitor/Lawyer, Notary Public, Registrar of the Court or Justice of the Peace.

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).	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>
If your name has changed , bring your marriage certificate, deed poll, or other proof of the name change.	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>
One of the documents above must be at least two years old.		

Other things you must bring:

Full birth certificates for each dependent child in your care.	<input type="checkbox"/>	<input type="checkbox"/>
Your marriage or civil union certificate, for a current relationship.	<input type="checkbox"/>	

You must give us all the information we need.

If you do not have all the information we need, talk with us and we may be able to help.

If we find out later that any information you give us is not true, or that you knew information you should have told us and did not tell us, we may stop paying your subsidy. You might need to pay money back. In some cases you could even be prosecuted.

Early Learning Payment applicant's form



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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

 | |

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

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

ATTACHMENT FOR Q1:

Bring proof of your identity. What you need to bring is explained on page 1.

HOW TO ANSWER Q3:

For example, have you had married names, English names, changes by deed poll, or aliases?

ATTACHMENT FOR Q3:

Bring your marriage certificate, deed poll, or other proof of any name change.

Tell us if you get a benefit

13

Do you get financial assistance from Work and Income?

- No
 Yes

[Go to question 19](#)

Tell us your ethnicity

14

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

INFORMATION FOR Q14:
We collect this information for statistics we use in research and future development work.

Tell us about your residence status

15

Do you usually live in New Zealand?

- No Yes

16

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

- New Zealand citizen by birth [Go to question 19](#)
- Granted New Zealand citizenship → **Date citizenship granted**
Day Month Year
[Go to question 17](#)
- Granted permanent residency → **Date permanent residence granted**
Day Month Year
[Go to question 17](#)
- Other ↓ **What is your residence status?**

HOW TO ANSWER Q15:
This means you consider New Zealand your home, you're a legal resident, you usually live here and you intend to stay.

17

When did you arrive in New Zealand?

Day Month Year

18

What country were you born in?

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.

Tell us about your dependent children

19

HOW TO ANSWER Q19

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 Q19:

Bring the birth certificate for each dependent child unless you have given them to us recently.

Who are the dependent children in your care?

Child 1

Full name

Date of birth

Day Month Year

Relationship to you

Child 2

Full name

Date of birth

Day Month Year

Relationship to you

Child 3

Full name

Date of birth

Day Month Year

Relationship to you

Child 4

Full name

Date of birth

Day Month Year

Relationship to you

Child 5

Full name

Date of birth

Day Month Year

Relationship to you

Child 6

Full name

Date of birth

Day Month Year

Relationship to you

Child 7

Full name

Date of birth

Day Month Year

Relationship to you

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 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.

HOW TO ANSWER Q20:

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.

20

Do you understand our definition of a relationship?

I understand the definition of a relationship for benefit purposes

21

Do you have a partner?

By 'partner' we mean someone you are in a relationship with. If you're not sure, please talk to us.

No [Go to page 7](#) Yes

22

What is your partner's full name?

23

What date was your partner born?

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

24

What is your relationship status with your partner?

↓ Tick one of the following boxes

Married In a civil union In a relationship

25

What is your partner's Inland Revenue tax number?

ATTACHMENT FOR Q24:

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



How we protect your privacy



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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/privacy

Obligations and Signature

Let us know when things change

You need to let us know about changes that might affect the amount you're paid, 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:

- 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

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

Partner's name (print)

Partner's signature

Date

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

Next steps

- Ask the supervisor of the early childhood service to fill in **page 9**
- If this is the first time you're applying, ask your Family Start or Early Start programme worker to fill in **page 10**
- Gather your supporting documents from **page 1**
- Send your application and supporting documents to Work and Income. Your Family Start or Early Start programme worker may do this for you.

Early Learning Payment

Childcare service supervisor's form



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Childcare service details

Keep this application moving

So the Early Learning Payment can start from the day the child starts the programme, we need the application before the child's first day.

1

What is the name of your childcare service?

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	

4

Do you charge a holding or absence fee?

No Yes

5

Please provide details of the care for each child that is part of the Family Start/Early Start programme.

Child 1

Child's full name

Care start date / / Hours of care (weekly total)

Your hourly fee (before subsidy) \$ Total weekly fee (before subsidy) \$

Child 2

Child's full name

Care start date / / Hours of care (weekly total)

Your hourly fee (before subsidy) \$ Total weekly fee (before subsidy) \$

Child 3

Child's full name

Care start date / / Hours of care (weekly total)

Your hourly fee (before subsidy) \$ Total weekly fee (before subsidy) \$

HOW TO ANSWER Q5:

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.

INFORMATION FOR Q5:

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

Supervisor's statement

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

Supervisor's name (print)

Supervisor's signature

Date

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

Early Learning Payment Family Start/Early Start programme manager's form



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This form is not needed if this family is, or has previously been enrolled in a Family Start or Early Start programme. It needs to be completed by the Family Start/Early Start manager.

Childcare service details

Keep this application moving

So the Early Learning payment can start from the day the child starts the programme, we need the application before the child's first day.

1

What is the name of your Family Start/Early Start service?

2

What are your organisation's contact details?

Address	
Work phone	()
Mobile phone	()
Email	

3

Who is the Family Start/Early Start worker assigned to the family?

Worker's name	
Work phone	()
Mobile phone	()
Email	

Information about the family

4

What date were the family enrolled in the Family Start/Early Start programme?

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

5

What is the family's case number?

Programme manager's statement

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

This information is requested under the Social Security Act 2018.

Programme manager's name (print)

Programme manager's signature

Date

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