

Early Learning Payment application



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

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 will need to:

- complete this form with your Family Start or Early Start programme worker
- ask the supervisor of the early childhood service that 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 are applying
- give your supporting documents to your Family Start or Early Start programme worker, and they will send them to Work and Income for you, or you can bring it to Work and Income yourself.

What you need to bring

Once you have filled out the application form, use this page to check you have done everything you need to and have gathered all the documents you need to provide.

Talk to us if you do not 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:		
A form or letter from Inland Revenue showing your tax number.	<input type="checkbox"/>	<input type="checkbox"/>
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, we may impose a penalty, and you could be prosecuted.

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 or your Contracted Service Provider¹ 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 and/or your Contracted Service Provider.

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 1964
- granting student loans and student allowances under the Education Act 1989
- delivering superannuation services under the New Zealand Superannuation and Retirement Income Act 2001 and the Veterans' Support Act 2014
- assessing eligibility for social housing and calculating income-related rents under the Housing Restructuring and Tenancy Matters Act 1992
- care and protection needs of children under the Children, Young Persons and their Families Act 1989
- providing support and services for you and your family in relation to employment, education and housing
- assessing whether you and/or your partner (if you have one) may be entitled to an overseas pension, benefit or allowance.

MSD may also use the information for statistical and research purposes, and for providing advice to Government.

The Ministry of Social Development and your Contracted Service Provider will exchange information about you in order to provide you with your correct financial assistance and other services. Your Contracted Service Provider may collect information from other agencies where that information is relevant to the services that the Contracted Service Provider is providing you.

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

¹The term Contracted Service Providers has the meaning given by section 125A(1), Social Security Act 1964, and references to Contracted Service Provider in this privacy statement only apply where one has been assigned to you.

We may use information for social housing

Information you give us when you apply for assistance, and at any time after that, may also be used for social housing purposes² under the Housing Restructuring and Tenancy Matters Act 1992, including reviewing your eligibility for social housing or your income-related rent.

²Social 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 contact health providers

The Ministry of Social Development or your Contracted Service Provider may contact health providers to check any health related information you give us.

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

The information you give us, or your Contracted Service Provider, may be compared with information held by other agencies such as Inland Revenue, the Ministry of Education, the Ministry of Justice, New Zealand Defence Force, Department of Corrections, New Zealand Customs Service, Department of Internal Affairs, Accident Compensation Corporation, Housing New Zealand Corporation, Ministry of Health, New Zealand Qualifications Authority, Tertiary Education Commission, Student Job Search, education providers, 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, the Netherlands and Malta).

We may share information with Inland Revenue

Under the Tax Administration Act 1994, if you have dependent children, the information you give us, or your Contracted Service Provider, 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 employers, childcare providers, service providers and social housing providers

The Ministry of Social Development or your Contracted Service Provider may:

- give employers (and recruitment agencies, immigration advisors and immigration consultants acting on behalf of employers) information about you to find you employment and contact the employer to discuss the result of any job interview that you are referred to
- share information with childcare centres to administer your entitlement to childcare assistance
- give information about you to the Tertiary Education Commission, Workbridge, training providers, education providers, career services or other agencies that have a formal agreement to provide services on behalf of the Ministry of Social Development.
- share information about you with social 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 or your Contracted Service Provider (for example, on your skills, aspirations, family circumstances) that is not required to assess your entitlement to a benefit may be used by us or your Contracted Service Provider to provide a better service to you.

You have the right to see your information and ask for it to be corrected

Under the Privacy Act 1993 you have the right to ask to see all information we, or your Contracted Service Provider, hold about you and to ask them, or us, to correct that information.

Early Learning Payment applicant's form



Work and Income
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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 have 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 have 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 more about you

5

What date were you born?

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

6

Are you:

Male Female

ATTACHMENT FOR Q7:

Bring a form or letter from Inland Revenue showing your tax number.

7

What is your Inland Revenue tax number?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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INFORMATION FOR Q8:

We need this information to complete our records. Payment will usually be made directly to the childcare provider.

8

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

The account is in the name of:

The account number is:

	Bank	Branch				Account number						Suffix			
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ATTACHMENT FOR Q8:

You need to provide proof of your bank account details. See page 1 for what type of proof we need.

Tell us how we can contact you

9

Where do you live?

Flat/House number Street Name

<input type="text"/>	<input type="text"/>
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Suburb

Town/City

HOW TO ANSWER Q9:

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

HOW TO ANSWER Q10:

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

10

Is your mailing address different from where you live?

No Yes

Tell us your mailing address

HOW TO ANSWER Q11:

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

11

How else can we contact you?

Tick the best way for us to contact you

Home phone	()	<input type="checkbox"/>
Mobile phone	()	<input type="checkbox"/>
Other phone	()	<input type="checkbox"/>

INFORMATION FOR Q12:

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.

12

Do you agree to get emails from us?

No Yes

Tell us your mailing address

I don't have an email address

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

Do not want to answer

INFORMATION FOR Q14:

We collect this information for statistics that 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

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Day Month Year

Granted permanent residency

Date permanent residence granted

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Day Month Year

Other



What is your residence status?

17

When did you arrive in New Zealand?

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Day Month Year

18

What country were you born in?

HOW TO ANSWER Q15:

This means that you consider New Zealand your home, you are a legal resident, you usually live here and you intend to stay.

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 decide your entitlement to income assistance, we will consider you to be in a relationship if you are 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 (of the same or opposite sex):

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

To give you a better idea of what we mean by this, think about whether:

- you live together at the same address most of the time
- you live separately but stay overnight at each other's place a few nights a week
- 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
- your partner would be willing to financially support you if you couldn't support yourself.

HOW TO ANSWER Q20:

Tick this statement to confirm you understand the definition of a relationship for benefit purposes.

If you do not 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 are not sure, please talk to us.

No [Go to page 8](#) 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

ATTACHMENT FOR Q24:

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

24

What is your relationship status with your partner?

↓ Please tick one of the following boxes

Married In a civil union In a relationship

ATTACHMENT FOR Q25:

Bring a form or letter from Inland Revenue showing your partner's tax number.

25

What is your partner's Inland Revenue tax number?

Obligations and signature

Change of circumstances

I must tell Work and Income or my Contracted Service Provider (where I have one assigned to me) immediately if either my partner or I:

- have a change in work situation (such as starting part-time, casual or full-time work, whether paid or unpaid)
- become self-employed/start to run a business
- have changes to my/our income or financial circumstances
- intend to travel overseas
- start/finish part-time or full-time study
- have changes to personal details (such as name, address or bank account number)
- have changes to my/our living situation (such as marriage or separation, starting or ending a civil union, starting or ending a de facto relationship with someone of the same or opposite sex, change in the number of children supported)
- are imprisoned/held in custody on remand
- are admitted to or discharged from hospital
- have been granted an overseas pension
- have any other change that may affect my/our subsidy entitlement or rate.

Not telling us about changes in your circumstances

I understand that if I do not tell Work and Income or my Contracted Service provider (where I have one assigned to me) about changes in my life that might affect my subsidy entitlement, or rate, that:

- my subsidy may be reviewed and cancelled, and
- I may have to pay back the total amount of any overpayment that I have received, and
- Work and Income may impose a penalty (up to three times the value of the overpayment), or
- I may be prosecuted and fined or imprisoned.

By signing this application form, you agree to the following

- I understand my responsibility to let Work and Income or my Contracted Service provider (where I have one assigned to me) know about any changes in my circumstances and what will happen if I do not do this
- The information I have provided is true and complete
- I have read (or had explained to me) and understood the Privacy Statement contained in this application form.

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 are 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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This form needs to be completed by the supervisor of the childcare or OSCAR service.

The information is required under section 12 of the Social Security Act 1964.

Childcare service details

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)

 \$

Child 4

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 have applied any discount (for example staff discount) but before any Work and Income subsidy is applied.

If you do not 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 four 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

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

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

This form is not needed if this family is, or has previously been enrolled in a Family Start or Early Start programme.

This form needs to be completed by the Family Start/Early Start manager.

The information is required under section 12 of the Social Security Act 1964.

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.

Programme manager's name (print)

Programme manager's signature

Date

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