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.

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 do next

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:

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).

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.

Full birth certificates for each dependent child in your care.

Your marriage or civil union certificate, for a current relationship.

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.
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.

Tell us the names you’ve been known by

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

2. Is the name on your birth certificate the same as above?
   - No
   - Yes
   - Tell us the name that is on your birth certificate
   - 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?**

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

**Are you:**

- [ ] Male
- [ ] Female
- [ ] Gender diverse

**What is your Inland Revenue tax number?**

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

**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

### 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?**

- **Home phone**
  - ( )
- **Mobile phone**
  - ( )
- **Other phone**
  - ( )

**Do you agree to get emails from us?**

- [ ] No
- [ ] Yes
- [ ] I don’t have an email address
## Tell us if you get a benefit

**Question 13**

Do you get financial assistance from Work and Income?

- [ ] No
- [x] Yes  
  Go to question 19

---

## Tell us your ethnicity

**Question 14**

Tick the group(s) you most identify with.

<table>
<thead>
<tr>
<th>Group</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Māori</td>
<td></td>
</tr>
<tr>
<td>Which tribe(s) or iwi?</td>
<td></td>
</tr>
<tr>
<td>New Zealand</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></td>
</tr>
<tr>
<td>Please write below</td>
<td></td>
</tr>
<tr>
<td>Don’t want to answer</td>
<td></td>
</tr>
</tbody>
</table>

**INFORMATION FOR Q14:**

We collect this information for statistics we use in research and future development work.

---

## Tell us about your residence status

**Question 15**

Do you usually live in New Zealand?

- [ ] No
- [x] Yes

**Question 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.

---

## When did you arrive in New Zealand?

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
</table>

---

## 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.

<table>
<thead>
<tr>
<th>Child</th>
<th>Full name</th>
<th>Date of birth</th>
<th>Relationship to you</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 7</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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.

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 are in a relationship with. If you're not sure, please talk to us.

☐ No  Go to page 8  ☐ Yes

What is your partner’s full name?

What date was your partner born?

Day  Month  Year

ATTACHMENT FOR Q24:

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

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.

What is your partner’s Inland Revenue tax number?
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.
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

Privacy

Our online Privacy Notice tells you how we collect, use, share and keep your personal information safe. It also has information about how you can access your personal information that we hold, and your right to ask for it to be corrected if you think it is incorrect. To see our Privacy Notice go to workandincome.govt.nz/privacy

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

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

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

<table>
<thead>
<tr>
<th>Childcare service details</th>
</tr>
</thead>
</table>
| **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) $  

**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: 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. 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.

<table>
<thead>
<tr>
<th>1</th>
<th>What is the name of your Family Start/Early Start service?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>What are your organisation’s contact details?</td>
</tr>
<tr>
<td></td>
<td>Address:</td>
</tr>
<tr>
<td></td>
<td>Work phone: (   )</td>
</tr>
<tr>
<td></td>
<td>Mobile phone: (   )</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
<tr>
<td>3</td>
<td>Who is the Family Start/Early Start worker assigned to the family?</td>
</tr>
<tr>
<td></td>
<td>Worker’s name:</td>
</tr>
<tr>
<td></td>
<td>Work phone: (   )</td>
</tr>
<tr>
<td></td>
<td>Mobile phone: (   )</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
</tbody>
</table>

---

### Information about the family

| 4 | What date were the family enrolled in the Family Start/Early Start programme? |
|   | 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.

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