If you’re under 20 and in full-time education, training or work-based learning, you may be able to get the Guaranteed Childcare Assistance Payment (GCAP) to help with the cost of childcare.

If you have a partner, in order to get GCAP there needs to be a good reason why your partner can’t provide childcare. For example, your partner is studying, working or actively seeking work.

You can find out more at workandincome.govt.nz and search on GCAP.

**When to apply**

**Apply now – before your child starts the programme**

To get GCAP from the day your child starts the programme, you need to apply before your child’s first day.

You can apply online at workandincome.govt.nz

If you don’t apply online, send your application and supporting documents to the address below or take them to your nearest Work and Income service centre.

Youth Services Support Unit
PO Box 200010
Manukau 2156.

**Who needs to complete each section**

Part A – You need to complete this section.

Part B – If you don’t have a partner, live at home and are dependent on your parents/step-parents/guardians, please ask them to complete Part B.

Part C – If you have a partner, they need to complete and sign Part C.

Part D – You complete this section, then ask your school to sign it.

Part E – You complete this section, then ask your training or work-based learning provider to sign it.

Part F – Your childcare provider completes and signs this section.
Use this checklist to tick off 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>You need to bring <strong>two</strong> more documents that help to prove who you are (for example, a bank statement, phone or power account, driver licence).</td>
<td></td>
</tr>
<tr>
<td>A form or letter from Inland Revenue showing your tax number.</td>
<td></td>
</tr>
<tr>
<td>Proof of your bank account details, such as a bank statement or deposit slip.</td>
<td></td>
</tr>
<tr>
<td>Full birth certificate for each dependent child in your care</td>
<td></td>
</tr>
</tbody>
</table>

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

**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.
Guaranteed Childcare Assistance Payment
Part A – Applicant’s form

In the applicant form, ‘you’, ‘your’, and ‘yourself’ means the person applying for Guaranteed Childcare Assistance Payment.

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

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

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

Tell us the name that is on your birth certificate

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?

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

#### Are you:

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

ATTACHMENT FOR Q7: Bring a form or letter from Inland Revenue showing your tax number.

### Tell us how we can contact you

#### Where do you live?

Flat/House number: 
Street Name: 
Suburb: 
Town/City: 

HOW TO ANSWER Q8:
If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

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

- [ ] No
- [ ] Yes

Tell us your mailing address:

HOW TO ANSWER Q9:
Mailing address can include a PO Box, rural delivery details, or C/O address.

#### How else can we contact you?

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home phone</td>
<td>(   )</td>
</tr>
<tr>
<td>Mobile phone</td>
<td>(   )</td>
</tr>
<tr>
<td>Other phone</td>
<td>(   )</td>
</tr>
</tbody>
</table>

Tick the best way for us to contact you.

#### Do you agree to get text messages and emails from us?

- [ ] No
- [ ] Yes

Tell us your email address:

I don’t have an email address
Tell us your ethnicity

INFORMATION FOR Q12:
We collect this information for statistics that 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
- Which tribe(s) or iwi?
- Niuean
- Samoan
- Tokelauan
- Tongan
- Chinese
- Other
- Please write below
- Don’t want to answer

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
  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 children

What is the name of the child(ren) you are applying for GCAP for?

<table>
<thead>
<tr>
<th>Child’s full name</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>/ /</td>
</tr>
<tr>
<td>2.</td>
<td>/ /</td>
</tr>
<tr>
<td>3.</td>
<td>/ /</td>
</tr>
<tr>
<td>4.</td>
<td>/ /</td>
</tr>
</tbody>
</table>
If you’re currently getting Childcare Subsidy from Work and Income for your children, do you give permission to stop it?

☐ No  ☐ Yes  ☐ Not applicable

Are you still under the care of your parents/step-parents/guardian?

☐ No  ☐ Yes  

Your parent/step-parent/guardian must complete and sign Part B of this form (unless you have a partner).

Do you have a partner?

By ‘partner’ we mean someone you’re in a relationship with. If you’re not sure, please leave this section blank until you talk to us. In the meantime, go to question 21.

☐ No  ☐ Yes  

Your partner needs to complete the Partner form on page 9.

Tell us about your work

Are you working?

☐ No  ☐ Go to the Declaration and signature section  ☐ Yes

Who are you working for?

Employer’s name

Employer’s contact details

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone number</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(   )</td>
<td>(   )</td>
</tr>
</tbody>
</table>

Email

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 centre to work and returning?


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 16).
If you don’t have a partner, live at home and are dependent on a parent/step-parent or guardian, please ask them to complete this section.

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

2. What name would you like us to call you?

3. Are you currently getting Childcare Subsidy from Work and Income for the applicant’s child (eg your grandchild)?
   - No
   - Yes
   If you’re getting Childcare Subsidy for your grandchild, this will need to be stopped if your child is to get GCAP

Decloration and signature
The information I have given you is true and complete.
I consent to my child receiving GCAP for their child(ren).

- Parent, step-parent or guardian’s name (print)
- Parent, step-parent or guardian’s signature
- Date
- Day
- Month
- Year
Guaranteed Childcare Assistance Payment
Part C – partner’s form

If you’re married, in a civil union or in a de facto relationship, your partner needs to complete and sign this form.

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

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

Tell us the name that is on your birth certificate

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

Write the full name
Tell us more about you

5 What date were you born?
   Day    Month    Year

6 Are you:
   Male    Female    Gender diverse

ATTACHMENT FOR Q7:
Bring a form or letter from Inland Revenue showing your tax number.

7 What is your Inland Revenue tax number?

Tell us how we can contact you

8 Where do you live?
   Flat/House number    Street name
   Suburb
   Town/City

9 Is your mailing address different from where you live?
   No    Yes

   Tell us your mailing address

HOW TO ANSWER Q8:
If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

HOW TO ANSWER Q9:
Mailing address can include a PO Box, rural delivery details, or C/O address.

HOW TO ANSWER Q10:
Please only give us contact details you’d like us to use.

10 How else can we contact you?
   Home phone (   )
   Mobile phone (   )
   Other phone (   )

11 Do you agree to get emails from us?
   No    Yes
   Tell us your email address
   I don’t have an email address

12 Are you able to care for the children while your partner participates in education, training, work-based learning or part-time work?
   No
   Please explain why not below

   Yes
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](http://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 16).
Guaranteed Childcare Assistance Payment
Part D – Secondary school information

This part of the form is filled in by the applicant. A teacher (or someone in authority from the school) will need to confirm the details and sign the School Statement below. If you’re attending The Correspondence School, the teacher can write a letter to confirm the school details rather than completing the School Statement on the next page.

1. What is the name of the secondary school you are enrolled in?

2. The secondary school is a:
   - [ ] Mainstream school
   - [ ] Teen Parent Unit
   - [ ] The Correspondence School
   - [ ] Activity Centre
   - [ ] Other
   
   Please provide details below:

3. What dates are you attending secondary school this year?
   - Date you start(ed) school:
     - Day
     - Month
     - Year
   - Date you finish school:
     - Day
     - Month
     - Year

4. Will you be returning to secondary school next year?
   - [ ] No
   - [ ] Yes

5. On average, how much time each week will you spend at school or in schooling, and travelling between the childcare provider and school?
   - Hours at school or in schooling
   - Travelling between childcare provider and school

School declaration

I confirm that the information provided is true and complete and I have the authority of the school to sign this statement. I also confirm that this school is an institution that runs a course of education at a secondary level as established under the Education Act 1989.

Name of school

School name and address

Phone number

( )

Email

Authorised signatory’s name (print)

Authorised signatory’s signature

Date

Day
Month
Year

Official school stamp
Guaranteed Childcare Assistance Payment
Part E
Training or work-based learning

This part of the form is filled in by the applicant. The training or work-based learning provider will need to confirm the details and sign the Statement below.

Provider’s details

1. What training or work-based learning do you attend?

2. Who runs this course?

3. What dates are you attending training or work-based learning this year?
   - Date you start(ed) attending
     Day  Month  Year
   - Date you finish attending
     Day  Month  Year

4. On average, how much time each week will you spend at training or work-based learning, and travelling between the childcare provider and training or work-based learning?
   - Hours at training or work-based learning
   - Travelling between childcare provider and training or work-based learning

Training or work-based learning provider’s declaration

I confirm that the information provided is true and complete and I have the authority to sign this statement.

Name of training or work-based learning provider

Training or work-based learning provider’s name and address

Phone number

Email

Authorised signatory’s name (print)  Authorised signatory’s signature  Date

Day  Month  Year
Guaranteed Childcare Assistance Payment
Part F – Childcare service supervisor’s form

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

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.

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

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>
<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
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.