

Guaranteed Childcare Assistance Payment Application



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

Who can get this assistance

The Guaranteed Childcare Assistance Payment (GCAP) is for young parents who are in education, training or work-based learning, to assist with the cost of childcare for children under five.

You may be able to get GCAP if you are:

- receiving a Young Parent Payment (or are 16-18 years old and included as a partner in a main benefit) **and**
- in full-time education, training or work-based learning **and**
- the main caregiver of a child under the age of five years.

Or, if you are not on a benefit, and you are:

- under 18 years **and**
- attending secondary school full-time **and**
- the main caregiver of a child under the age of five years.

If you have a partner, in order to receive 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 must also:

- be a New Zealand citizen or permanent resident
- normally live in New Zealand.

What to bring

Please ask Work and Income staff for help if:

- you do not have any of the documents we have asked for
- you think there could be a delay in providing this information
- you would like to know about extra help.

To apply for the GCAP, you must complete this application form and provide the following for you and your partner if you have one:

- For New Zealand born clients, one form of government-issued documentation stating your full legal name and date of birth (eg your birth certificate, passport, driver licence, deed poll, etc)
- For clients born overseas, proof of your lawful residence in New Zealand (eg New Zealand passport, other country passport with residence class visa or residence permit, citizenship certificate, etc)
- Two more documents supporting your identity. These could include your marriage certificate, bank statement, phone or power account, driver licence, etc)

Note: One of the documents requested above must be at least 2 years old.

- Full birth certificates for your children. If your children weren't born in New Zealand, we will need to see proof of their New Zealand citizenship or permanent residency.

When to apply

Apply now – before your child starts the programme

In order to receive your GCAP from the day your child starts the programme, you need to submit your application before your child's first day.

You can apply online at www.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.

Privacy Statement

The legislation administered by the Ministry of Social Development allows us to check the information that you give us in this form.

This may happen when you apply for a benefit and at any time after that.

The Privacy Act 1993 requires us to tell you that:

- The information you give us or your Contracted Service Provider (where you have one assigned to you) is collected under the authority of the legislation administered by the Ministry of Social Development.
- The information will be held by the Ministry of Social Development and/or your Contracted Service Provider (where you have one assigned to you).
- The information is collected for the purposes of the legislation administered by the Ministry of Social Development (including Work and Income, Child, Youth and Family and other service lines of the Ministry), and in particular for:
 - granting benefits and other assistance under the Social Security Act 1964 and assisting you to manage these payments
 - providing employment related services
 - statistical and research purposes
 - providing advice to Government
 - care and protection needs of children
 - providing support and services for you and your family
 - providing education and training related services.
- Work and Income and your Contracted Service Provider (where you have one assigned to you) will exchange information about you in order to provide you with your correct financial assistance and other services.
- Your Contracted Service Provider (where you have one assigned to you) may collect information from other agencies where that information is relevant to the services that the Contracted Service Provider (where you have one assigned to you) is providing you.
- Work and Income or your Contracted Service Provider (where you have one assigned to you) may contact health providers to verify any health related information you give us.
- Work and Income or your Contracted Service Provider (where you have one assigned to you) may give employers information about you to find you employment. Where Work and Income, or your Contracted Service Provider, refer you to a job vacancy, we, or your Contracted Service Provider, may also contact the employer to discuss the result of any job interview that you attend.
- Work and Income or your Contracted Service Provider (where you have one assigned to you) may share information you have given us, or them, with childcare centres to administer your entitlement to childcare assistance.
- Other information that you give us or your Contracted Service Provider (where you have one assigned to you) on your skills, aspirations, family circumstances etc, and that is not required to assess your entitlement to a benefit may be used to provide a better service to you by your Contracted Service Provider or the Ministry of Social Development.
- The information you give us, or your Contracted Service Provider (where you have one assigned to you), may be compared with information held by Inland Revenue, the Ministry of Justice, the Department of Corrections, the New Zealand Customs Service, the Department of Internal Affairs, the 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 and the Netherlands).
- Under the Tax Administration Act 1994, if you have dependent children, the information you give us, or your Contracted Service Provider (where you have one assigned to you), 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 Department of Labour, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
 - disclose your personal information to your partner.
- Under the Privacy Act 1993 you have the right to ask to see all information we, or your Contracted Service Provider (where you have one assigned to you), hold about you and to ask them, or us, to correct that information.
- You are not required to give Work and Income or your Contracted Service Provider (where you have one assigned to you) information, but if you do not give them, or us, all the information we ask for your application for benefits may be declined.

Obligations

Work situation changes include starting part-time, casual or full-time work, whether paid or unpaid.

Changes in your living situation include:

- 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.

I must tell Work and Income or my Contracted Service provider straight away if:

- my child leaves the childcare centre
- my child is absent and no absence fee is charged.

I will advise Work and Income or my Contracted Service provider within 15 days if my child is absent and the childcare centre charges a fee.

I must tell Work and Income or my Contracted Service provider immediately if either my partner or I:

- stop participating in full-time education, training or work-based learning
- stop being the person who has primary responsibility for the day-to-day care of my/our children
- have changes to personal details (such as name, address or bank account details)
- have changes to my/our living situation
- have a change in work situation
- have changes to my/our income or financial circumstances
- intend to travel overseas
- am imprisoned / held in custody on remand
- have any other changes that may affect my/our GCAP.



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CLIENT NUMBER

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Please read this before you start

- **Part A** – You need to complete this section.
- **Part B** – If you don't have a partner and you live at home and are dependent on your parents/step-parents/guardians, please ask them to complete Part B.
- **Part C** – If you are over 16 years and have a partner, your partner needs to complete and sign it.
- **Part D** – You complete this section and then ask your school to sign this section.
- **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.

Your details

Q2 note: Give any other names that you use now or have used in the past (including your maiden name).

Q5 note: If you live in a rural area, a house number could include:

- RAPID number
- fire number
- emergency services number.

Q6 note: Mailing address includes:

- postal box (PO Box)
- rural delivery details
- C/O address.

1. What is your name?

First name(s)

Surname or family name

2. Are you known by or have you used any other names?

No Yes ▶ Please provide details below:

3. Are you: Male Female

4. What is your date of birth?

Day	Month	Year

5. Where do you live?

Flat/house no. Street name

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Suburb

City

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6. What is your mailing address (if different from above)?

If you live at a rural address please include your rural delivery details here:

7. How can we contact you?

Mobile phone

Home phone

Work phone

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Email

Fax

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8. Do you agree to receive text messages about your payments?

No Yes

9. Are you currently getting any assistance from Work and Income?

No Yes ▶ What type:

Your details – continued

Q12 note: If you are getting a Childcare Subsidy for your child(ren), this will need to be stopped if you want to get the GCAP – as you can only get one.

Q13 note: Generally, a parent/step-parent/guardian is someone you are living with who provides financial support for you.

Q14 note: A partner is your spouse (husband or wife), your civil union partner, or a person of the same or opposite sex with whom you have a de facto relationship.

10. **Have you ever had any type of assistance from Work and Income before?**
 No ▶ Go to Question 13 Yes ▶ What type?
11. **What is your client number? (if you have one)**
12. **If you are currently getting Childcare Subsidy from Work and Income for your child(ren), do you give permission to stop it?**
 No Yes Not applicable
13. **Are you still under your parent's/step-parent's/guardian's care?**
 No
 Yes ▶ Your parent/step-parent/guardian must complete and sign **PART B** of this form (unless you have a partner).
14. **Do you have a partner?**
 No ▶ Are you: Single Living apart/ separated Divorced
 Widowed Civil union dissolved
 Yes ▶ Are you: Married In a civil union In a relationship
▶ Your partner must complete **PART C**.

Residency

Q15 note: Tick one box.

15. **Indicate which describes your residency situation:**
 New Zealand citizen (by birth) ▶ Go to Question 19
Date of citizenship
Day Month Year ▶ Go to Question 17
 New Zealand citizen (other)
Date permanent residence granted
Day Month Year ▶ Go to Question 17
 Permanent resident
 Other ▶ Go to Question 16
16. **What is your residency status?**
17. **When did you arrive in New Zealand?**
Day Month Year
18. **Where were you born?**
19. **Do you usually live in New Zealand?** No Yes
20. **Have you lived in any countries outside New Zealand?**
 No Yes

Q19 note: This means that you consider New Zealand your home, you are a legal resident, usually live here and intend to stay permanently.

Ethnic group

Q21 note: You don't have to answer this question if you don't want to.

This information is for statistics and will be used for research and future development work.

21. To what ethnic group do you believe you belong?

New Zealand Maori ▶ Which tribe(s)/iwi?
 New Zealand European Niuean Samoan Indian
 Other European Tokelauan Tongan Chinese
 Cook Island Maori Other ▶ Please specify below:

Work details

Note: GCAP can only be paid for part-time work of 15 hours or less per week.

22. Are you currently working?

No ▶ Go to Question 25
 Yes ▶ Please provide your employer's details below:

Employer's name

Business site address

Work phone

Fax

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

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

About your children

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

Child's full name	Date of birth
1.	/ /
2.	/ /
3.	/ /

Obligations

Work situation changes include starting part-time, casual or full-time work, whether paid or unpaid.

Changes in your living situation include:

- 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.

I must tell Work and Income or my Contracted Service provider straight away if:

- my child leaves the childcare centre
- my child is absent and no absence fee is charged.

I will advise Work and Income or my Contracted Service provider within 15 days if my child is absent and the childcare centre charges a fee.

I must tell Work and Income or my Contracted Service provider immediately if either my partner or I:

- stop participating in full-time education, training or work-based learning
- stop being the person who has primary responsibility for the day-to-day care of my/our children
- have changes to personal details (such as name, address or bank account details)
- have changes to my/our living situation
- have a change in work situation
- have changes to my/our income or financial circumstances
- intend to travel overseas
- am imprisoned / held in custody on remand
- have any other changes that may affect my/our GCAP.

Important

I understand that:

- if I have made a false statement **or**
- if I have failed to answer all the questions in full **or**
- if I do not tell Work and Income about changes in my life that might affect my entitlement or rate **then**
- my assistance 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.

Statement

My obligations have been explained to me and I understand my responsibilities.

The information I have given is true and complete.

I am aware of and understand the Privacy Act statement contained in this application form.

Name (print)

Signature

Date

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

Month

Year

PART B – Either Parent, Step-Parent or Guardian to complete

Please read this before you start

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

Parent, step-parent or guardian's details

Q2 note: Please tick one box to show the title you want to be known by.

1. What is your name?

First name(s)

Surname or family name

2. What do you want to be called?

Mrs Miss Ms Mr No title Other

3. What is your relationship with the applicant?

Parent Guardian

4. Are you currently getting Childcare Subsidy from Work and Income for the applicant's child (eg your grandchild)?

If you are getting Childcare Subsidy for your grandchild, this will need to be stopped if your child is to get GCAP.

No Yes ▶ If 'Yes' tick here to stop this:

▶ If 'Yes' what is your client number?

Parent, step-parent or guardian's statement

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

Name (print)

Signature

Date

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

PART C – Partner to complete

Please read this before you start

If you are married, in a civil union or in a de facto relationship with someone of the same or opposite sex, your partner needs to complete and sign this part of the form.

Partner's details

Q2 note: Give any other names that you use now or have used in the past (including your maiden name).

Q4 note: Please tick one box to show the title you want to be known by.

Q5 note: Please give your house number, street, suburb, and town or city.

A house number could include:

- street number
- fire
- RAPID
- emergency services.

Q6 note: A mailing address could include:

- street address
- postal box (PO Box)
- rural delivery details
- C/O address.

1. What is your name?

First name(s)

Surname or family name

2. Are you known by or have you used any other names?

No Yes ▶ Please give details below:

1.
2.

3. Are you: Male Female

4. What do you want to be called?

Mrs Miss Ms Mr No title Other

5. Where do you live?

Flat/house no. Street name

Suburb City

6. What is your mailing address (if different from above)?

If you live at a rural address please include your rural delivery details here:

7. How can we contact you?

Mobile phone

Home phone

Work phone

Email

Fax

8. What is your date of birth?

Day Month Year

9. Are you currently getting or have you ever had any type of assistance from Work and Income before?

No

Yes ▶ What type?

10. What is your client number? (if you have one)

11. Are you able to care for the children while your partner participates in education, training, work-based learning or part-time work?

No ▶ Please give details below: Yes

Obligations

Work situation changes include starting part-time, casual or full-time work, whether paid or unpaid.

Changes in your living situation include:

- 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.

I must tell Work and Income or my Contracted Service provider straight away if:

- my child leaves the childcare centre
- my child is absent and no absence fee is charged.

I will advise Work and Income or my Contracted Service provider within 15 days if my child is absent and the childcare centre charges a fee.

I must tell Work and Income or my Contracted Service provider immediately if either my partner or I:

- stop participating in full-time education, training or work-based learning
- stop being the person who has primary responsibility for the day-to-day care of my/our children
- have changes to personal details (such as name, address or bank account details)
- have changes to my/our living situation
- have a change in work situation
- have changes to my/our income or financial circumstances
- intend to travel overseas
- am imprisoned / held in custody on remand
- have any other changes that may affect my/our GCAP.

The information I have given is true and complete.

Partner's name (print)

Partner's signature

Date

Day	Month	Year

PART D – Secondary School Details – Applicant to complete

Please read this before you start

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 are 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.

Secondary school details

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

2. The secondary school is a:

Mainstream school Teen Parent Unit The Correspondence School
 Activity Centre Other ▶ What type?

3. What date did you (or do you) start secondary school this year?

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

4. What date will you finish secondary school this year (eg the last day of school)?

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

5. Will you be returning to secondary school next year?

No Yes

6. On average, how much time will you spend at school or in schooling each week?

Hours per week

7. On average, how much time will you spend travelling between the childcare provider and school each week?

Hours per week

School statement – school to complete

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.

Official school stamp

(Please use an official stamp where possible.)

Name of school

Telephone number of school:

Name (print)

Signature

Designation

Date

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

This information is required under Section 12 of the Social Security Act 1964.

PART E – Training or work-based learning – Applicant to complete

Please read this before you start

This part of the form is completed 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 date did you (or do you) start training or work-based learning this year?

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

4. What date will you finish training or work-based learning this year?

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

5. On average, how much time will you spend at training or work-based learning each week?

Hours per week

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

Hours per week

Statement – Provider to complete

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

Name of training or work-based learning provider

Telephone number of training or work-based learning provider:

Name (print)

Signature

Designation

Date

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

This information is required under Section 12 of the Social Security Act 1964.

PART F – Childcare Provider to Complete

Information for the childcare service

For more information, please read our brochure "Do you provide childcare or OSCAR services?".

This form needs to be completed by the supervisor, of an approved Early Childhood Education programme or service provided by:

- a licenced early childhood service including:
 - early childhood education and care centre (eg Daycare centre, Kohanga reo, Playcentre, kindergarten)
 - home-based education and care service
 - hospital-based education and care service
- a playgroup that has been certified by the Ministry of Education
- a licence-exempt early childhood education care centre allowed by the Ministry of Education (before 1 December 2014).

The information you provide will help us to assess if the applicant is eligible for the GCAP.

The GCAP will be made directly from us to your childcare service or centre.

You may exchange information relating to the children's attendance with Work and Income.

Early childcare provider's details

1. What is the name of your childcare service?

2. How can we contact you?

Work phone	Home phone	Mobile phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Fax	
<input type="text"/>	<input type="text"/>	

3. Is your centre approved by the Ministry of Education?

- Yes ▶ You may be asked to provide proof.
- No ▶ Please call ☎ 0800 559 009 and ask for your local Childcare Coordinator.

4. What is your Work and Income childcare service number?

 | |

5. Please provide details of childcare provided.

Child's full name				
1. <input type="text"/>				
Hours of care (weekly total)	Hours of 20 Hours ECE received (weekly total)	Date they started care	Your hourly fee (before subsidy)	Total weekly fee (before subsidy)
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Child's full name				
2. <input type="text"/>				
Hours of care (weekly total)	Hours of 20 Hours ECE received (weekly total)	Date they started care	Your hourly fee (before subsidy)	Total weekly fee (before subsidy)
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Child's full name				
3. <input type="text"/>				
Hours of care (weekly total)	Hours of 20 Hours ECE received (weekly total)	Date they started care	Your hourly fee (before subsidy)	Total weekly fee (before subsidy)
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Note: If you offer 20 Hours ECE you can't charge a fee for those hours. The GCAP cannot be used to cover any donations or optional charges that may be asked.

Early childcare provider's details – continued

6. What type of fee do you charge?

Flat fee

Attendance based

7. Do you charge a holding fee for absences or over the school holidays?

No

Yes

Your obligations

- Telephone Work and Income on ☎ **0800 559 009** straight away if the children leave or are absent for more than 15 working days at a time.
- If you don't tell us when the children leave or are absent for more than 15 working days at a time, you may have to pay back any money you are overpaid.
- If you charge a fee for holding open places for absent children and a child is absent for more than 15 working days at a time, we may stop paying the fee. Talk to us about this as it can be extended up to 30 days in some cases.

Supervisor's statement **The information I have provided is true and complete.**

Supervisor's name (print)

Supervisor's signature

Date

Day

Month

Year

This information is required under Section 12 of the Social Security Act 1964.

OFFICE USE ONLY

Processing officer to complete:

GCAP assessment is complete and attached:

Yes

No

GCAP letter has been sent to the young parent:

Yes

No

Additional information:

Decision:

Processor's signature

▶

Day	Month	Year

Authenticator's signature

▶

Day	Month	Year

10% 100% Critical data

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Checker's signature

▶

Day	Month	Year

Bring up

B

F

Day	Month	Year