

Special Needs Grant

International Custody Dispute Payment



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

If you need help filling in this form, please phone **0800 559 009** within New Zealand, or **+64 9 913 0300** outside New Zealand.

Who can get this payment

To be eligible for the Special Needs Grant – International Custody Dispute Payment, you must:

- be the principal caregiver of a dependent child(ren), **and**
- be in hardship, **and**
- have exhausted all other avenues of financial support that might reasonably be available.


Also, you must either be:

- in New Zealand under a **temporary or limited purpose permit** with the child for the purposes of resolving custody and access proceedings, **or**
- a New Zealand citizen/permanent resident and in another country under the Hague Convention to resolve the custody dispute.

This is an income and asset tested payment.

What you need to do next

You need to do several things before Work and Income can help you.

1. Fill out this application form.
2. Collect all the documents you need to show us. We tell you about these documents in the application form (look for the ) , and we also have a list on page 3.
3. Send this application form and the verified documents to:

**International Custody Dispute Payment
Helpline
Ministry of Social Development
PO Box 1556
Wellington 6140
New Zealand**

You must give us all the information we need.

If you don't 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 benefit. You might need to pay money back. In some cases you could even be prosecuted.

What you need to provide

INFORMATION NOTE:

Please provide verified copies of documents, **not** the originals. Copies can be verified as a **true copy** by a Solicitor/Lawyer, Notary Public, Registrar of the Court, Justice of the Peace or at a Work and Income Service Centre.

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).

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).

A form or letter from Inland Revenue showing your tax number.

Proof of your bank account details, such as a bank statement or deposit slip.

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

Depending on your answers you may also need to bring:

For you For your partner
(if you have one)

Proof of your assets and their value.

Proof of payments, if you receive a benefit, allowance or pension from overseas.

Full birth certificates for each dependent child in your care.

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

Your business accounts, if you have your own business.

Proof of any before-tax income for the 52 weeks, before the application (for example, wages, holiday pay and any other income) and details of your income for the last 26 weeks.

Trust documents, if you are involved in a trust (for example, trust deed, deed of debt, gift statements, accounts).

Special Needs Grant International Custody Dispute Payment



MINISTRY OF SOCIAL
DEVELOPMENT
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In this form, 'you', 'your', and 'yourself' means the person applying for Special Needs Grant – International Custody Dispute Payment.

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've been known by

1

What is your full name?

 Mr Mrs Ms Miss Other

First and middle names

Surname or family name

ATTACHMENT FOR Q1:

Bring proof of your identity. What you need to bring is explained on page 2.

2

Is the name on your birth certificate the same as above?

 No Yes

First and middle names

Surname or family name

HOW TO ANSWER Q3:

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

3

Have you ever been known by any other name?

 No Yes

1.

2.

ATTACHMENT FOR Q3:

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

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 your ethnicity

13

INFORMATION FOR Q13:
We collect this information for statistics we use in research and future development work.

Tick the group(s) you most identify with.

Māori **Which tribe(s) or iwi?**

New Zealand European Niuean Samoan Indian

Other European Tolelauan Tongan Chinese

Cook Island Māori Other **Please write below** Don't want to answer

Tell us about your residence status

14

Do you usually live in New Zealand?

No Yes

15

HOW TO ANSWER Q14:
This means you consider New Zealand your home, you're a legal resident, you usually live here and you intend to stay.

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

New Zealand citizen by birth **Go to question 18**

Granted New Zealand citizenship **Date citizenship granted**
Day Month Year

Go to question 16

Granted permanent residency **Date permanent residence granted**
Day Month Year

Go to question 16

Other **What is your residence status?**

16

When did you arrive in New Zealand?

Day Month Year

17

What country were you born in?

Tell us if you've lived or worked overseas

18

Have you ever lived or worked in any countries outside of New Zealand?

 No

Go to question 21

 Yes


Please provide details below

Name of country	Date you entered this country	Date you left this country	Reason for being in this country
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

INFORMATION FOR Q18:

Periods of overseas residence may:

- affect entitlement to some benefits
- mean you're eligible for an overseas benefit or pension.
- For more information, phone **0800 777 227**.

HOW TO ANSWER Q18:

Your reason for being in a country may be that you were there for a working holiday, you were living there, you were born there.

19

Do you receive or qualify for a social security benefit, pension or allowance from overseas?

 No

Go to question 21

 Yes


Tick the box that best describes your benefit, pension or allowance

 Retirement or old age

Retirement or old age

 Superannuation

Superannuation

 Disability or health condition

Disability or health condition

 Widow or survivor

Widow or survivor

 Child or dependent

Child or dependent

 War related

War related

 Other

Other

ATTACHMENT FOR Q20:

You'll need to show us proof of these payments, such as a pension certificate.

20

If you ticked 'yes' for question 19, please give details of the payments you get.

	Payment 1	Payment 2
What country does the payment come from?		
How much do you get each time the payment is made (in overseas currency)?		
Is this amount before or after tax?		
How often do you get the payment (for example: weekly, fortnightly, monthly)?		
What is the name of your pension, allowance or benefit?		
What is the payment reference number?		

Dispute information

21

Is your custody dispute being resolved in New Zealand?

 No

 Yes

Go to question 25

ATTACHMENT FOR Q22:

You'll need to check if there is any help available from that country.

22

What country is your custody dispute being held in?

23

What is your residency status in that country?

24

When did you arrive in that country?

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

25

Are you in that country under the Hague Convention application or order?
 No Yes
**ATTACHMENT FOR Q25:**

You'll need to provide proof that your court proceedings are under the Hague Convention, such as the court letter.

Tell us about the people in your household

Tell us about your dependent children

26

Do you have dependent children in your care? No[Go to question 27](#) Yes[Please provide details below](#)**Child 1**

Full name

Date of birth

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

Relationship to you

Parent 1: Full name

Parent 2: Full name

Child 2

Full name

Date of birth

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

Relationship to you

Parent 1: Full name

Parent 2: Full name

Child 3

Full name

Date of birth

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

Relationship to you

Parent 1: Full name

Parent 2: Full name

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

**HOW TO ANSWER Q26:**

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

The child's name should be the same as on the child's birth certificate

Tell us the names of all parents of each child.

**ATTACHMENT FOR Q26:**

Provide the birth certificate for each dependent child.

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 Q27:

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 leave this blank until you talk with us.

In the meantime, go to question 32.

27

Do you understand our definition of a relationship for benefit purposes?

No [→ Please talk with us](#) Yes

28

Do you have a partner?

No [Go to question 32](#) Yes

29

What is your partner's full name?

Mr Mrs Ms Miss Other

First and middle names

Surname or family name

30

What is your partner's date of birth?

Day Month Year

ATTACHMENT FOR Q53:

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

31

What is your relationship status with your partner?

[↓ Please tick one of the following boxes](#)

Married In a civil union In a relationship

Tell us about your income and assets

Tell us about income in the last 52 weeks?

32

Did you get income from any of the following sources in the last 52 weeks?

- Wages or salary No Yes
- Termination pay No Yes
- Redundancy pay No Yes
- Accident compensation (eg ACC) No Yes
- Income insurance (replacement/protection) No Yes Jointly with partner
- Farm or business income No Yes Jointly with partner
- Payments from self employment or contract work No Yes Jointly with partner
- Interest from savings, investments, or bonds No Yes Jointly with partner
- Dividends from shares, unit trusts, or managed funds No Yes Jointly with partner
- Income from rents No Yes Jointly with partner
- Payments from three or more boarders or flatmates No Yes Jointly with partner
- Child Support payments No Yes
- Other income for a child No Yes
- Maintenance payments No Yes
- Payments from a former partner No Yes
- Student Allowance, scholarship, or Student Loan living cost payments No Yes
- Overseas pension, benefit or allowance payments No Yes
- Other superannuation or retirement scheme income (government or private) No Yes
- Income from an estate, if you've inherited money No Yes Jointly with partner
- Income from trusts No Yes Jointly with partner
- Other No Yes Jointly with partner

ATTACHMENT FOR Q32:

Bring a copy of your business accounts.

INFORMATION FOR Q32:

In this application form, 'partner' means the person you're married to or in a civil union or relationship with, not a business partner.

33

Did you answer 'yes' or jointly with partner' to any of the sources of income listed in question 32?

No Yes



Tell us the total before-tax amounts, for the last 52 weeks

Where did the income come from?	Payment made to? You	Jointly with partner
	\$	\$
	\$	\$
	\$	\$
	\$	\$

ATTACHMENT FOR Q33:

You need to show us proof of income you have received in the last 52 weeks and details of your income for the last 26 weeks.

HOW TO ANSWER Q34:

Other types of payment include advantages such as free or subsidised goods and services (for example, free food, subsidised accommodation).

34

Did you get other types of payment apart from money in the last 52 weeks?

No Yes

↓ Please tell us about the type of payment and its value

Type of payment	Where did it come from?	Its value
		\$
		\$
		\$

HOW TO ANSWER Q35:

How often do you expect the payment, such as weekly, fortnightly, monthly, one-off.

The types of income you need to include here are listed on page 9.

35

Do you expect to get income or other payments in the next 52 weeks?

No Yes

↓ Please write the details below. Tell us the before-tax amounts

Where will the payment come from?	You	Payment made to? Jointly with partner	How often do you expect the payment?
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

Are you involved with a trust?

ATTACHMENT FOR Q36:

You'll need to show us trust documents, such as the trust deed, deed of debt, gift statements, accounts.

36

Are you involved in a trust, or have you ever been involved in a trust?

'Involved' means one or more of the following:

- you've set up a trust, usually by making a gift of assets or property
- you've sold or gifted assets to a trust
- you make decisions about managing a trust
- you benefit from a trust, for example, by receiving income such as trust distributions.

No Yes

↓ Please write the name of the trust

Text input field for the name of the trust.

Tell us about your assets

ATTACHMENT FOR Q37:

You may be asked to provide proof of your assets and their value.

37

Do you have any of the following cash assets?

Money in bank or other savings No Yes

Bonus Bonds, shares, debentures or stocks No Yes

Money lent to other people or organisations No Yes

Other cash assets No Yes

38

If you answered 'yes' to any of the assets listed above, please write the details below.

Type of asset	You	Jointly owned
	\$	\$
	\$	\$
	\$	\$
	\$	\$

39 **HOW TO ANSWER Q39:**

Examples of property you do not live in include, land, holiday homes, bach/crib, investment properties.

40 **ATTACHMENT FOR Q40:**

You may be asked to provide proof of these details.

Do you have any of the following non-cash assets?

- Property you don't live in No Yes
- Boat, caravan or motorhome No Yes
- Other No Yes

If you answered 'yes' to any of the non-cash assets listed above, please write the details below.

Type of asset	How much is it worth?	How much do you owe on it?
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Financial assistance

41

Have you checked your entitlement to assistance from overseas?

- No **You will need to do this before we can process your application** Yes

42 **HOW TO ANSWER Q42:**

This may include family tax credit.

What living costs do you expect to have during the custody dispute?

Type of asset	How much?	How often? (For example, weekly, fortnightly)
	\$	
	\$	
	\$	
	\$	
	\$	

Tell us about the court proceedings

You will need to provide verification of custody proceedings and court dates.

If the court has not given you a letter confirming these details, please ask your lawyer to confirm these details in writing.

Court proceedings

43

Are the court proceedings due to a custody dispute?

No Yes

44

Are the court proceedings a result of the Hague Convention?

No Yes

45

Who are the people involved in the custody dispute?

Please list both adults and children below

Person 1

First name(s)

Surname or family name

Relationship to you

Person 2

First name(s)

Surname or family name

Relationship to you

Person 3

First name(s)

Surname or family name

Relationship to you

Person 4

First name(s)

Surname or family name

Relationship to you

Person 5

First name(s)

Surname or family name

Relationship to you

46

What are the court dates?

--	--	--

Day Month Year

--	--	--

Day Month Year

--	--	--

Day Month Year

--	--	--

Day Month Year

ATTACHMENT FOR Q43 AND Q44:
Please provide proof the court proceedings are due to a custody dispute and are the result of the Hague Convention.

Accommodation costs

If you're renting, boarding or own your own home, you may be able to get extra help for Accommodation costs.

Tell us if you want to apply

47

Do you want to apply for help with accommodation costs?

 No

Go to page 15

 Yes

Tell us who you live with

48

Do you live alone?

 No

Please write below the names of the others you live with

 Yes

First name	Surname or family name	Relationship to you

Tell us about rental costs

49

Do you pay rent?

 No

Go to question 56

 Yes

INFORMATION FOR Q51:

By rent we mean the amount you pay is for your accommodation only and does not include other costs such as food or electricity.

50

Do you pay rent to Kāinga Ora (formerly Housing New Zealand) or a community housing provider?

 No Yes

You won't be able to get help with accommodation costs.

51

What is the total amount of rent paid each week for your home?

52

How much of this total amount do you pay for you and your family?

ATTACHMENT FOR Q52:

You may need to show proof of what you pay for rent.

53

Do you pay water rates separately from your rent?

 No Yes

Tell us how much you pay

How often?

ATTACHMENT FOR Q53:

You may need to show proof of what you pay for water rates.

54

What is the name, address and telephone number of the person or organisation you pay rent to?

Tell us about board costs

55

Do you pay board?

No

Go to question 58

Yes

List what costs your board includes

56

What is the total amount of board you pay each week for you and your family?

57

What is the name, address and telephone number of the person or organisation you pay board to?

INFORMATION FOR Q55:

By board we mean the amount you pay for your accommodation where it includes food costs and may also include other costs like electricity.

ATTACHMENT FOR Q57:

You may need to show proof of what you pay for board.

Tell us about home ownership costs

58

Do you own the home you live in?

No

Yes

59

What are your home ownership costs?

HOW TO ANSWER Q59:

Only include mortgages you used to buy or alter your home. Include both interest and principal.

List any other mortgages such as a second mortgage or revolving mortgage.

Don't include contents insurance.

ATTACHMENT FOR Q59:

You'll need to show proof of your home ownership costs.

	Who do you pay?	How much do you pay?	How often do you make the payment (such as weekly, monthly or yearly)?
First mortgage		\$	\$
Other mortgage		\$	\$
House insurance		\$	\$
Mortgage insurance		\$	\$
Rates		\$	\$
Ground lease		\$	\$
Water rates		\$	\$
Body corporate fees		\$	\$

60

Did you have to pay for repairs and maintenance to your home in the last 12 months?

No

Yes

Please write the total amount

\$

61

Do you have a mortgage from Housing New Zealand?

No

Yes

Please write the total amount

%

62

Have you received a rates rebate in the last 52 weeks?

No

Yes

Amount

\$

Rating year 1 July

20

to 30 June

20

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.

Obligations and Signature

Let us know when things change

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

- starting, stopping or changing jobs
- starting or finishing part-time or full-time study
- changes to your pay or other income, including getting an overseas pension
- starting to run a business (for yourself or someone else).

Changes to information about you or your family, like:

- name, address, contact details or bank account number
- starting or ending a relationship, marriage, or civil union
- a partner passes away
- the number of children in your care, including having another baby.

We also need to know if you:

- are travelling overseas
- go into or come out of hospital
- are being held in custody or on remand.

Your rights

If you don't think we have things right or there's something you don't understand:

- call us – we can usually fix it over the phone
- you have the right to ask us to review the decision. Find out how at msd.govt.nz/reviews

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

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