



--	--	--	--	--	--	--	--	--	--

## Please read this before you start

The Transition to Work Grant can help with costs associated with looking for or moving into work. It can help pay for clothes, transport costs for an interview or work, or with associated costs in relocating when starting work. It may also help with living costs until you get your first pay.

**Please complete all questions – if not applicable write N/A.**

## Name

### 1. What is your name?

First name(s)

Surname or family name

## Address

**Q2 note:** Please give your house number, street, suburb, and town or city.

A house number could include:

- street number
- fire
- RAPID
- emergency services.

**Q3 note:** A mailing address could include:

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

### 2. Where do you live?

Flat/house no. Street name

Suburb

City

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

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

  

### 4. How can we contact you?

Work phone

Home phone

Mobile phone

Email

Fax

## Birth date

### 5. What is your date of birth?

Day Month Year

## Dependent children

### 6. Do you have dependent children in your care?

No

Yes ▶ If YES, how many?

## Partner

**Q7 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.

### 7. Do you have a partner?

No

Yes

## Income

**Q8 note:** Examples of income include:

- wages or salary
- accident compensation
- farm or business income (include drawings)
- self employment
- interest from savings or investments
- dividends from shares
- income from rents
- redundancy or termination type payments
- Child Support
- maintenance payments
- income from boarders
- Student Allowance, scholarship or Student Loan living cost payments
- any other income, eg family trusts, overseas payments.

Give gross (before tax) amount.



You may need to provide proof of this income.

### 8. Do you and/or your partner get any income? Do not include any benefit or allowance.

No  Yes ▶ Please provide details below:

Source (eg name of employer)	You	Your partner	How often (eg weekly, fortnightly etc)
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

## Assets

**Q9 note:** Examples of cash assets include:

- money in bank or savings organisation
- money lent to other people or organisations
- money in Bonus Bonds, shares, debentures or government stock.



You may need to provide proof of these assets.

### 9. Do you and/or your partner have any cash assets?

No  Yes ▶ Please provide details below:

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

## Job search/interview details

### 10. What are you applying for?

- Job search costs ▶ Go to Question 11
- Job placement costs ▶ Go to Question 15

## Job search details



You may need to provide proof of your job search activities.

### 11. What are you doing to search for a job?




You may need to provide proof of costs, eg quotes and receipts.

**12. Do you have any essential job search costs?**

No  Yes ▶ Please provide details below:

Item	Your cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

**Job interview details**

**13. Do you have a job interview arranged?**

No  Yes ▶ Please provide details below:

Employer's name:		
Employer's address:		
Employer's phone contacts:	Work:	Mobile:
Interview date:	/ /	

**Q14 note:** Examples of essential costs include:

- transport
- interview clothes.



You may need to provide proof of costs eg quotes.

**14. Do you have any essential job interview costs?**

No  Yes ▶ Please provide details below:

Item	Your cost
	\$
	\$
	\$

**Starting work details**



Please bring in proof of employment.

**15. What are the details of your employment?** Please complete the table below:

Employer's name:		
Employer's address:		
Employer's phone contacts:	Work:	Mobile:
Start date:	/ /	
Hours of work per week:		
Pay rate:		
Details of first pay:	Amount:	Date: / /

**Q16 note:** Examples of essential costs include:

- transport
- work clothes
- tools for the job.



You may need to provide proof of costs eg quotes.

**16. Do you have any essential starting work costs?**

No  Yes ▶ Please provide details below:

Item	Your cost
	\$
	\$
	\$

## Bridging finance

**Q17 note:** Costs may include living costs while waiting for your first pay.



You may need to provide proof of costs (if you are not currently on a benefit).

### 17. Do you want to apply for bridging finance?

No

Yes

▶ Please provide details below:

Date

Amount

Date	Amount
	\$
	\$
	\$

## Debt recovery suspension

**Q18 note:** Choosing YES will mean that you will not have to make payments to your benefit or Student Allowance debt for 3 months, when starting full time work.

### 18. If you are cancelling your benefit, do you want to apply for the 3 months Debt Recovery Suspension?

No

Yes

## Accommodation Supplement

This payment can help with your rent, board or the cost of owning a home. You may be able to get it if your income and cash assets are lower than a certain amount, but you or your partner can't get it if you rent a property owned or managed by Housing New Zealand.

## Community Services Card

This card gives you and your family discounts on doctors visits and prescriptions. You'll get one if you get a benefit – or you can apply for one if you don't get a benefit but are a superannuitant or on a low to middle income.

## Child Disability Allowance

You may be able to get this allowance if you are caring for a disabled child. It doesn't depend on your income or costs, but the child must be under 18, have a physical or mental disability and need constant care and attention. In addition, you may also be able to get the Disability Allowance.

## Childcare Assistance

If you have pre-school children who go to an early childhood education programme, the **Childcare Subsidy** can help with your childcare costs.

If you have school-age children and you are working, training or taking part in a work-related activity, the **OSCAR Subsidy** can help pay for your children's care before or after school and in the holidays.

The **Guaranteed Childcare Assistance Payment (GCAP)** provides childcare assistance for pre-school children while their young parents are undertaking certain activities.

## Disability Allowance

This allowance can help towards the extra costs you, your child or partner have because of a disability. It can help pay for things like regular visits to the doctor or hospital, medicines, extra heating, special food or travel.

## New Employment Transition Grant

You may be able to get this grant if you have been working for 6 months or less and you miss out on income because you, your partner or child are sick, or you have problems with childcare arrangements. You need to have a dependent child or children.

## Temporary Additional Support

If you're in hardship and urgently need help with your essential living costs and you have no other way of meeting these costs, please talk to us.

You will not get Temporary Additional Support if you currently receive a Special Benefit.

## Recoverable Assistance Payment

This is for people not receiving a main benefit. If you need something but can't afford to pay for it right now (like appliances, rent or school uniforms) you may be able to get this assistance. You need to pay it back and there are other conditions.

## Repayment options for your debt

For more information please call our Debt Unit on ☎ 0800 558 008.

**The following options are available to help you pay off your debt:**

- Deductions from Work and Income assistance
- Deductions from wages
- Payment through NZ Post Shop
- Telebanking
- Deductions from Student Allowance
- Automatic bank repayments
- Internet payments.

As of    your current debt amount is   
Day Month Year

## 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
- change in accommodation costs.

### I must tell Work and Income immediately if my partner or I:

- have a change in work situation
- become self employed / start to run a business
- have changes to my / our income or financial circumstances
- intend to travel overseas
- start / finish part-time or full-time study
- have changes to personal details (such as name, address or bank account details)
- have changes to my / our living situation
- are imprisoned / held in custody on remand
- are admitted to or discharged from hospital
- have been granted an overseas pension
- have any other changes that may affect my / our benefit entitlement or rate.

## 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 benefit 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.

## Additional information

Your client number is:

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

### Information required by

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

Day      Month      Year

### Contact name

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





## 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
- change in accommodation costs.

### I must tell Work and Income immediately if either my partner or I:

- have a change in work situation
- become self employed / start to run a business
- have changes to my / our income or financial circumstances
- intend to travel overseas
- start / finish part-time or full-time study
- have changes to personal details (such as name, address or bank account details)
- have changes to my / our living situation
- am imprisoned / held in custody on remand
- am admitted to or discharged from hospital
- have been granted an overseas pension
- have any other changes that may affect my / our benefit entitlement or rate.

## 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 benefit 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.

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

I have completed all the questions in this *Transition to Work Grant*, or this application has been completed for me, and the information I have given is true and complete. The conditions for receiving this assistance have been explained to me and I understand these.

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

Client's name (print)

Client's signature

Date

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



# OFFICE USE ONLY

## Statement by Interviewing / Interpreting Officer

I have explained the conditions for receiving this assistance and explained what the client's obligations mean and the reason for them. The client has indicated that they understand and accept responsibility to provide true and complete information and to advise immediately of any changes in circumstances. All questions have been completed.

Name (print)

Interviewer's signature

Date

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

### The client has:

- met the Income and Asset test
  Yes  No ▶ Please record details in decision summary.
- verification of job searching
  Yes  No ▶ Please record details in decision summary.
- verification of a job interview
  Yes  No ▶ Please record details in decision summary.
- verification of starting employment
  Yes  No ▶ Please record details in decision summary.

Total dollar value of Transition to Work Grant in last 52 weeks

Total dollar value of Job Search Costs in last 52 weeks

Decision summary  Declined  Approved


Payment to be made to

Assistance for

Amount

		\$
		\$
		\$
		\$
		\$
	Total	\$

Type of identification (photo copy attached)

### Checklist for processor

Start Debt Recovery Suspension:  Yes  No Date

Benefit Cancelled:  Yes  No Date

Transfer to WFF:  Yes  No Date

Processor's signature

Authenticator's signature

Checker's signature



Name (print)

Name (print)

Name (print)

Issuer's signature

Cheque number



Name (print)