

Away from Home Allowance application



Who can get this allowance?

Away from Home Allowance is a weekly payment to help carers with the living costs for 16 or 17 year olds who are living away from home while on a tertiary or training course. We pay the allowance to the carer of the young person.

The carer also needs to be eligible for a family tax credit for the young person. More information is available on our website at workandincome.govt.nz

What you need to bring

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).	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>
If your name has changed , bring your marriage certificate, deed poll, or other proof of the name change.	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>
A form or letter from Inland Revenue showing your tax number.	<input type="checkbox"/>	<input type="checkbox"/>
Proof of your bank account details, such as a bank statement or deposit slip.	<input type="checkbox"/>	<input type="checkbox"/>

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

There are more things you need to bring in the table over the page.

What else you need to bring

Birth certificate for the young person.	<input type="checkbox"/>
Proof you're eligible for Family Tax Credit from Inland Revenue.	<input type="checkbox"/>
Proof of the tertiary study or employment-related training the young person's attending.	<input type="checkbox"/>
Proof of the young person's accommodation costs.	<input type="checkbox"/>

Away from Home Allowance application



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

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

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 who you are. What you need to bring is explained on page 3.

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

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?

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

ATTACHMENT FOR Q8:
You need to provide proof of your bank account details, such as a bank statement or deposit slip.

8

What bank account would you want your payments to be paid into?

The account is in the name of:

The account number is:

Bank	Branch	Account number	Suffix
■	■	■	■

Tell us how we can contact you

9

Where do you live?

Flat/House number Street name

--	--

Suburb

Town/City

--	--

HOW TO ANSWER Q9:
If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

10

Is your mailing address different from where you live?

No
 Yes

Tell us your mailing address

HOW TO ANSWER Q10:
Mailing address can include a PO Box, rural delivery details, or C/O address.

11

How else can we contact you?

Tick the best way for us to first contact you

Home phone	()	
Mobile phone	()	
Other phone	()	

HOW TO ANSWER Q11:
Please only give us contact details you'd like us to use.

12

Do you agree to get emails from us?

No
 Yes

Tell us your email address

I don't have an email address

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.

<input type="checkbox"/> Māori	→ Which tribe(s) or iwi?	<input type="text"/>	
<input type="checkbox"/> New Zealand European	<input type="checkbox"/> Niuean	<input type="checkbox"/> Samoan	<input type="checkbox"/> Indian
<input type="checkbox"/> Other European	<input type="checkbox"/> Tokelauan	<input type="checkbox"/> Tongan	<input type="checkbox"/> Chinese
<input type="checkbox"/> Cook Island Māori	<input type="checkbox"/> Other	↓ Please write below	<input type="checkbox"/> Don't want to answer
<input type="text"/>			

Tell us about your residence status

14

Do you usually live in New Zealand?

No Yes

15

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

<input type="checkbox"/> New Zealand citizen by birth	→ Go to question 18			
<input type="checkbox"/> Granted New Zealand citizenship	→ Date citizenship granted	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Go to question 16	Day	Month	Year
<input type="checkbox"/> Granted permanent residency	→ Date permanent residence granted	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Go to question 16	Day	Month	Year
<input type="checkbox"/> Other	↓ What is your residence status?	<input type="text"/>		

16

When did you arrive in New Zealand?

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

17

What country were you born in?

Tell us about your relationship status

HOW TO ANSWER Q18:

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.

ATTACHMENT FOR Q22:

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

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.

18

Do you understand our definition of a relationship?

I understand the definition of a relationship for benefit purposes

19

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 23.

No **Go to question 23** Yes

20

What is your partner's full name?

21

What is your partner's date of birth?

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

22

What is your relationship status with your partner?

↓ **Tick one of the following boxes**

Married In a civil union In a relationship

Family tax credit

23

Are you currently receiving family tax credit?

No → **If you don't get family tax credit you'll need to bring a letter from Inland Revenue to show you are entitled to it.**

Yes → **If you don't get a benefit you'll need to bring a letter from Inland Revenue to confirm your family tax credit payments.**

If you're not entitled to family tax credit you don't qualify for this allowance.

Tell us about the young person

24

What is the name of the young person you need this allowance for?

First and middle names

Surname or family name

25

What date were they born?

Day Month Year

26

Are you the young person's parent?

No



What is your relationship to the child?

Yes

Go to question 28

27

Please tell us the full names of the young person's natural parents.

Parent 1

First and middle names

Surname or family name

Parent 2

First and middle names

Surname or family name

28

Are you solely responsible for the financial support of this young person?

No



Please provide details below

Yes

29

Tell us where the young person lives.

Flat/House number

Street name

Suburb

Town/City

30

What is the young person's accommodation costs?

Rent



Tell us how much rent each week

\$

Board



Tell us how much board each week

\$

31

What is the name, address and phone number of the person the rent or board is paid to?

Person's name

Person's contact details

Address		
Phone number	()	Fax ()
Email		

ATTACHMENT FOR Q30:

Please provide proof of the rent or board payments, like a tenancy agreement.



Please get the young person's trainer at their tertiary institution or training organisation to sign the bottom of this form.

Client number

□	□	□		□	□	□		□	□	□
---	---	---	--	---	---	---	--	---	---	---

1 What is the applicant's name?

First and middle names

Surname or family name

2 What is the young person's name?

First and middle names

Surname or family name

Education or training details

3 What is the name of the course?

4 What is the name of the training organisation running the course?

5 Is the training an approved employment-related training course?

 No

 Please tell us about the course
 Yes

6 What are the course dates?

Start date

Finish date

□	□	□
---	---	---

□	□	□
---	---	---

Day Month Year

Day Month Year

Applicant's declaration and signature

The information I have given you is true and complete.

Applicant's name (print)

Applicant's signature

Date

□	□	□
---	---	---

Day Month Year

Trainer's declaration and signature

I confirm that the above course details are correct.

Trainer's name (print)

Trainer's signature

Date

□	□	□
---	---	---

Day Month Year

Training organisation's name

Organisation's contact details

Address	
Phone number	()
Email	

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 you, your partner or the young person might have that might affect the amount you're paid, like:

- starting, stopping or changing jobs
- starting or finishing study
- changes to your pay or other income, including getting an overseas pension
- changes to the young person's accommodation costs.

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 .

We also need to know if you, your partner or the young person:

- 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

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"/>
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Day

Month

Year