

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

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"/>
Proof of your bank account details, such as a bank statement.	<input type="checkbox"/>	<input type="checkbox"/>
If you're using identification that has expired, it must not be more than two years past the expiry date.		

Applicant and partner forms

Depending on answers you may need to bring:	For you	For your partner (if you have one)
Proof of your assets and their value.	<input type="checkbox"/>	<input type="checkbox"/>
Proof of payments, if you receive a benefit, allowance or pension from overseas.	<input type="checkbox"/>	<input type="checkbox"/>
Full birth certificates for each dependent child in your care.	<input type="checkbox"/>	<input type="checkbox"/>
Your marriage or civil union certificate, for a current relationship.	<input type="checkbox"/>	<input type="checkbox"/>
Your business accounts, if you have your own business.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
Trust documents, if you're involved in a trust (for example, trust deed, deed of debt, gift statements, accounts).	<input type="checkbox"/>	<input type="checkbox"/>

Special Needs Grant

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In the applicant form, 'you', 'your', and 'yourself' means the person applying for Jobseeker Support. If we say 'your partner' this only applies if you have one.

Tell us about yourself

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 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

Tell us more about you

5

What date were you born?

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

6

Are you:

Male Female Gender diverse

7

What is your Inland Revenue tax number?

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



ATTACHMENT FOR Q8:

You need to provide proof of your bank account details, such as a bank statement.

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



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	()	<input type="checkbox"/>
Mobile phone	()	<input type="checkbox"/>
Other phone	()	<input type="checkbox"/>



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 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.

Māori → **Which tribe(s) or iwi?**

New Zealand European Niuean Samoan Indian

Other European Tokelauan Tongan Chinese

Cook Island Māori Other ↓ **If other, write below** Don't want to answer

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.

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 ↓ **If other, what is your residence status?**

16

When did you arrive in New Zealand?

Day Month Year

17

What country were you born in?

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.

ATTACHMENT FOR Q14:
If you answered 'No' you'll need to provide proof of your assets and their value (page 10).

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 [↓ If yes, please list 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 [↓ If yes, tick the box that best describes your benefit, pension or allowance](#)

- Retirement or old age Superannuation Disability or health condition
 Widow or survivor Child or dependent War related
 Other [↓ If other, please provide details below](#)

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](#)

22

What country is your custody dispute being held in?

23

What is your residency status in that country?

HOW TO ANSWER Q22:
You'll need to check if there is any help available from that country.

24

When did you arrive in that country?

Day Month Year

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HOW TO ANSWER Q25:

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

25

Are you in that country under the Hague Convention application or order?
 No Yes
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

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.

Child 1

Full name

Date of birth

Day Month Year

--	--	--

Relationship to you

Parent 1: Full name

Parent 2: Full name

Child 2

Full name

Date of birth

Day Month Year

--	--	--

Relationship to you

Parent 1: Full name

Parent 2: Full name

Child 3

Full name

Date of birth

Day Month Year

--	--	--

Relationship to you

Parent 1: Full name

Parent 2: Full name

Child 4

Full name

Date of birth

Day Month Year

--	--	--

Relationship to you

Parent 1: Full name

Parent 2: Full name

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

Tell us about your relationship status

HOW TO ANSWER Q27:
Tick this statement to confirm you understand the definition of a relationship for benefit purposes.

27

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.

28

29

ATTACHMENT FOR Q31:
Provide your marriage or civil union certificate for your current relationship.

31

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.

Do you understand our definition of a relationship?

I understand the definition of a relationship for benefit purposes

Do you have a partner?

No [Go to question 32](#) Yes

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

31 What is your relationship status with your partner?

↓ **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 boarders or flatmates No Yes Jointly with partner
- Child Support payments (private arrangement or through Inland Revenue) 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

↓ If yes, tell us the total before-tax amounts, for the last 52 weeks

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

ATTACHMENT FOR Q33:
You need to show us proof of income you've 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

↓ If yes, 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 or your partner expect to get income or other payments in the next 52 weeks?

No Yes

↓ If yes, write the details below. Tell us the before-tax amounts

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

Tell us about your assets

ATTACHMENT FOR Q36:

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

36

Do you or your partner have any of the following cash assets?

- Money in bank or other savings No Yes
- Bonds, shares, debentures or stocks No Yes
- Money lent to other people or organisations No Yes
- Other cash assets No Yes

37

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

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

HOW TO ANSWER Q38:

Examples of property you don't live in include land, holiday home, bach/crib, investment property.

38

Do you or your partner 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

ATTACHMENT FOR Q39:

You may be asked to provide proof of these details.

39

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?
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Are you involved in a trust?

40

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 transferred 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

↓ If yes, please write the name of the trust

Name of trust

ATTACHMENT FOR Q40:

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

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

HOW TO ANSWER Q42:

This may include family tax credit.

42

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

Type of cost	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



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.

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?

Person 1

First and middle names

Surname or family name

Relationship to you

Person 2

First and middle names

Surname or family name

Relationship to you

Person 3

First and middle names

Surname or family name

Relationship to you

Person 4

First and middle names

Surname or family name

Relationship to you

Person 5

First and middle names

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

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

[↓ If no, please write below the names of the others you live with](#)

 Yes

First name

Surname or family name

Relationship to you

First name	Surname or family name	Relationship to you

Tell us about rental costs

49

Do you pay rent?

 No

[Go to question 55](#)

 Yes

INFORMATION FOR Q49:

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

50

Do you pay rent to Kāinga Ora or an approved community housing provider?

 No Yes

[Go to question 55](#)

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?

53

Do you pay water rates separately from your rent?

 No Yes

[↓ If yes, tell us how much you pay](#)

How often?

54

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

ATTACHMENT FOR Q52:
You may need to show proof of what you pay for rent.

ATTACHMENT FOR Q53:
You may need to show proof of what you pay for water rates.

Tell us about board costs

55

Do you pay board?

No

[Go to question 58](#)

Yes



[If yes, tell us what costs your board includes](#)

56

What is the total amount of board you pay 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?

	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		\$	

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.

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](#)

\$

62

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

No

Yes

Amount

Rating year 1 July

20

to 30 June

20

ATTACHMENT FOR Q62:

You'll need to show proof of your rates rebate.



How we protect your privacy



MINISTRY OF SOCIAL
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Collecting your information

We collect your personal information, so we can provide income support, NZ Super or Veteran's Pension, Student Allowance, or Loans and connect you with employment, education and housing services. We do this under various Acts, which are all listed on our website at workandincome.govt.nz/privacy

- To help us do this, we collect information about your identity, your relevant history, and your eligibility for our services.
- We get this information directly from you, and we sometimes collect information about you from others, including other government agencies.
- You can choose not to give us your personal information, but we might not be able to help you if you don't.

Using your information

We use the information you give us to make decisions about the best way to help you.

- These decisions may be about:
 - whether you're eligible for our services
 - running our operations and ensuring our services are effective
 - the services we'll provide in the future.

Sharing your information

Sometimes, we need to share your information outside our Ministry to reach our goal of helping New Zealanders to be safe, strong, and independent.

- To do this, we may share your information with:
 - prospective employers to help you find work
 - contracted service providers that help us to help you
 - health providers if we need your medical information to assess your eligibility
 - other government agencies when we have an agreement with them
 - some other governments if you may be eligible to get or are getting an overseas pension.
- We also share personal information when the law says we have to.

Respecting you and your information

We make sure we follow the Privacy Act to do what's right when we use your information.

- We treat you and your information with respect, by acting responsibly and being ethical.
- We make sure any technology we use meets strict security standards so it keeps your information safe.

Get in touch if you have a question

You have a right to ask to see your personal information, and to ask for it to be corrected if it's wrong.

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at: workandincome.govt.nz/privacy

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

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

Day

Month

Year

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