

Support Funds

Job Support application form



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Job Support is funding to help people with disabilities or health conditions to get a job or stay in a job, including self-employment.

The funding can cover extra things like equipment, workplace modifications, transport, interpreters and other support people.

It can't cover things you've already paid for, or things your employer must provide to enable any person to do the same job, for example a desk and chair.

There are other conditions which can be found on our website workandincome.govt.nz/supportfunds

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 about you



ATTACHMENT FOR Q1:

Please provide proof of who you are. What you need to provide is explained on page 10.



HOW TO ANSWER Q2:

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



ATTACHMENT FOR Q2:

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

1

What is your full name?

Mr Mrs Ms Miss Other

First and middle names

Surname or family name

2

Have you ever been known by any other name?

No Yes

1.

2.

3

What date were you born?

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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4

Are you:

Male Female Gender diverse

5

What is your Inland Revenue tax number?

ATTACHMENT FOR Q6:
You need to provide proof of your bank account details, such as a bank statement or deposit slip.

6

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

The account is in the name of:

Bank	Branch	Account number	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

HOW TO ANSWER Q7:
If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

7

Where do you live?

Flat/House number Street name

Suburb

Town/City

HOW TO ANSWER Q8:
Mailing address can include a PO Box, rural delivery details, or C/O address.

8

Is your mailing address different from where you live?

No Yes **↓ If yes, tell us your mailing address**

HOW TO ANSWER Q9:
Please only give us contact details you'd like us to use.

9

How else can we contact you?

Tick the best way for us to first contact you

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

10

Do you agree to get emails from us?

No Yes **↓ If yes, tell us your email address** I don't have an email address

Tell us your ethnicity

INFORMATION FOR Q11:
We collect this information for statistics we use in research and future development work.

11

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, please write below** Don't want to answer

Tell us about your residence status

HOW TO ANSWER Q12:
This means you consider New Zealand your home, you're a legal resident, you usually live here and you intend to stay.

12

Do you usually live in New Zealand?

No Yes

13

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

New Zealand citizen by birth

Granted New Zealand citizenship

→ **Date citizenship granted**

Day Month Year

Granted permanent residency

→ **Date permanent residence granted**

Day Month Year

Other

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

Tell us about your income

14

What's your main source of income?

Employment

Benefit

Family/Partner

ACC

Self-employment

Other

↓ **If other, please tell us where your income comes from**

Tell us about your health condition or disability

15

Please tell us what your disability or health condition is.

16

Please tell us how your health condition or disability impacts your ability to work.

Tell us which organisation is helping you

17

Is there an organisation helping you to find or stay in work?

No

If no, go to question 20

Yes

18

How is the organisation helping you?

19

Please tell us about the organisation:

Organisation's name

Organisation's address

Address	

Contact person's name

Contact person's details

Phone number	()
Email	

Tell us about the job

20

Who are you, or will you be, working for?

Employer's name

Employer's contact details

Address	
Phone number	()
Email	

21

Who can we contact at your work?

Person's name

Person's contact details

Phone number	()
Email	

22

Is this job:

a new job

your current job

self-employment

23

What is your job title?

24

What date did you, or do you start work?

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

25

How many hours a week do you work?

26

Are you getting at least the minimum wage?

No

Yes

INFORMATION FOR Q27:

This means your employer is supporting you with things that other people probably don't need.

27

Is your employer doing anything to support you at work?

No Yes

↓ If yes, tell us what support they're providing

28

Is any Disability Awareness Training needed at your workplace?

No

Yes

↓ If yes, give a brief description of the Disability Awareness Training required

Tell us about the support you've already applied for

29

Are you getting any other funding to help with your health condition or disability?

No

If no, go to question 32

Yes

↓ If yes, tell us what the grant or subsidy is for

HOW TO ANSWER Q29:

You don't need to include Disability Allowance from Work and Income if you get it.

30

Who are you getting assistance from?

31

How much do you get?

32

Have you approached any other organisations for funding?

No Yes

Tell us about your extra workplace needs

33

Do you need particular equipment relating to your disability or health condition for your job?

No

Yes

↓ If yes, what type of equipment do you need?

ATTACHMENT FOR Q33:

You'll need to provide a quote for the equipment you need.

HOW TO ANSWER Q34:

Modifications could include a Deaf Alarm, special lighting.

34

Do you need particular modifications in your workplace?

No

Yes **↓ If yes, give a brief description of the workplace modifications you need for your job**

Modification	Cost
	\$
	\$
	\$

INFORMATION FOR Q35:

Interpreters may be used for such things as your job interview, meetings, professional development, documents about your job, eg your contract.

35

Do you need to use New Zealand Sign Language or other interpreters?

No

Yes **↓ If yes, give a description of your interpreting needs**

Reason for interpreter	Type of interpreter	Number of hours

INFORMATION FOR Q36:

A short-term job coach could help when:

- you start a new job
- your tasks change
- your disability changes in a way that affects your job.

36

Do you need a job coach?

No

Yes **↓ If yes, give a description of the support you need from a job coach**

Reason for job coach	Number of hours

INFORMATION FOR Q37:

A support person could be someone you hire to help you at work, such as a reader/writer or driver.

37

Do you need to have a support person with you so you can do your job?

No

Yes **↓ If yes, tell us what you need the support person for**

Reason for support person	Number of hours

Tell us your transport needs

38

Do you need help with transport to get to and from work?

No **If no, go to 'What you need to do' section**

Yes

39

How do you get to work?

Public transport all the way

If public transport all the way, go to 'What you need to do' section

A mix of public transport and private transport

Private transport

ATTACHMENT FOR Q40:
You will need to provide proof of the cost, eg a quote or receipt.

40

How much do you pay for private transport?

\$

41

Do you need to pay for parking costs while you're at work?

No

If no, go to 'What you need to do' section

Yes

↓ If yes, who is the parking provider?

Council car parks

Private parking company

↓ Name the company and carpark name



What you need to do (your obligations)



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If you get funding from us, there are some things you need to do to make sure you're getting paid the right amount.

If you don't do these things, we could pay you the wrong amount. It could also mean we have to reduce or stop your payments. We don't want you to miss out on money you need so please read these carefully.



A job could be part-time, casual or full-time, paid or unpaid.

We can't pay you while you're out of New Zealand unless we've agreed to it.

Let us know when things change

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

Changes to your income or availability for work, like:

- starting, stopping or changing jobs
- starting or finishing part-time or full-time study
- starting to run a business (for yourself or someone else).

Changes to information about you like:

- name, address, contact details or bank account number
- if your health or disability changes.

We also need to know if you:

- go overseas – you need to let us know before you go
- go into or come out of hospital
- are being held in custody or on remand.

If we have the wrong information we could pay you the wrong amount. If we pay you too much you might have to pay us back.



How we protect your privacy



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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

Checklist



Once you've filled out the application form, use this checklist to tick off all the documents you need for your meeting with us.

Talk to us if you don't have any of the documents, have given them to us recently or if there might be a delay in getting them.

What you need to provide

INFORMATION NOTE:
Documents need to be originals, or copies of documents that have been certified as a **true copy** by a Solicitor/Lawyer, Notary Public, Registrar of the Court or Justice of the Peace.

Proof of who you are:

If you were born in New Zealand, provide 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, provide 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, provide your marriage certificate, deed poll, or other proof of the name change.

You need to provide **two** more documents that help to prove who you are (for example, a marriage certificate, bank statement, phone or power account, driver licence).

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

If you're using identification that has expired, it must not be more than two years past the expiry date.

Depending on your answers in the application, you may need to provide:

Evidence of your disability or health condition such as a Medical certificate or letter from your health practitioner, occupational therapist, psychologist, or ACC.

Evidence of ongoing literacy or learning disabilities such as a SPELD assessment.

Proof of the costs you're applying for, such as quotes or receipts.

Details of your employment, such as a contract, letter from your employer or evidence of self-employment.

Signature page

Applicant

I have answered all the questions that apply to me and my situation.

The information I have given you is true and complete.

I will do what I need to do to meet my obligations.

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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Helper's statement

Complete this if you've helped anyone to complete this application form.

Your first name

Your surname or family name

Your address

Your phone number

Tick the box for the statement that applies

- I completed this application form at the request of the person applying. They told me they understood what they were signing. The statements and answers I have completed are true and complete as given to me by the person applying.
- I completed this application form at the request of the partner of the person applying. They told me they understood what they were signing. The statements and answers I have completed are true and complete as given to me by the partner of the person applying.

Helper's signature

Day

Month

Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Next Steps:

Once you've completed your application, you'll need to print and sign it, then send it to us.

You can either:

- print, sign, scan and email your form and supporting documents to us at support_funds@msd.govt.nz
- take it to one of our service centres and we'll scan the documents while you're there
- post it to us at:

Support Funds Team
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