

Community Costs Payment Application



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Complete this application form if you are in a short-term residential treatment programme (for less than 39 weeks) and need to have assistance to pay ongoing essential costs in the community.

There must be no other way for you to pay your costs and you need to be able to show you've done everything you can to meet them before the payments can be approved.

To get this assistance from the date you entered the treatment programme, you need to apply within 28 days of your admission, otherwise it'll start from the date you apply.

What you need to provide

	For you	For your partner (if you have one)
Bank statements or printouts showing balances or transactions for all your bank accounts, for the last three months.	<input type="checkbox"/>	<input type="checkbox"/>
Proof for all your cash and non-cash assets.	<input type="checkbox"/>	<input type="checkbox"/>
Proof of your income.	<input type="checkbox"/>	<input type="checkbox"/>
Proof of your accommodation costs.	<input type="checkbox"/>	<input type="checkbox"/>
Proof of any other essential costs you are applying for help with	<input type="checkbox"/>	<input type="checkbox"/>
Proof from organisations that your essential costs are the minimum amount possible.	<input type="checkbox"/>	<input type="checkbox"/>

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In the applicant form, 'you', 'your', and 'yourself' means the person applying.

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 your details

1

What is your full name?

Mr Mrs Ms Miss Other

First and middle names

Surname or family name

2

What date were you born?

Day Month Year

3

Where did you live before you entered the residential programme?

Flat/House number Street name

Suburb

Town/City

HOW TO ANSWER Q4:

Mailing address can include a PO Box, rural delivery details, or C/O address.

4

Where do you want your mail sent to?

The same address as question 3

Flat/House number Street name

Suburb

Town/City

HOW TO ANSWER Q5:
Please only give us contact details you'd like us to use.

5

How else can we contact you?

Tick the best way for us to first contact you

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

6

Do you agree to get emails from us?

No Yes I don't have an email address

Tell us about your relationship status

7

Do you have a partner?

By 'partner' we mean someone you're in a relationship with. If you're not sure, go to workandincome.govt.nz and search on *Are you in a relationship?*

No Yes

8

What is your partner's full name?

9

What is your partner's date of birth?

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

10

What is your relationship status with your partner?

Married In a civil union In a relationship

11

What is your partner's address?

Flat/House number	Street name
<input type="text"/>	<input type="text"/>

Suburb	Town/City
<input type="text"/>	<input type="text"/>

If we need more information about your partner, we'll send an extra form for them to complete and return before we decide your application.

Tell us about your income and assets

Tell us about income in the last 52 weeks?

12

Did you or your partner 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 Q12:

Bring a copy of your business accounts.

INFORMATION FOR Q12:

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

13

Did you answer 'yes' or 'jointly with partner' to any of the sources of income listed in question 12?

No Yes

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

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

ATTACHMENT FOR Q13:

You need to show us proof of income you've received in the last 52 weeks.

HOW TO ANSWER Q14:

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

14

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 Q15:

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 4.

15

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

Are you involved in a trust?

16

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

↓ Please write the name of the trust

Name of trust

ATTACHMENT FOR Q16:

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

Tell us about your assets

ATTACHMENT FOR Q17:
You may be asked to provide proof of your assets and their value.

HOW TO ANSWER Q19:
Examples of property you don't live in include, land, holiday homes, bach/crib, investment properties.

ATTACHMENT FOR Q20:
You may be asked to provide proof of these details.

17

Do you or your partner 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

18

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

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

19

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

20

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

Your costs in the community

The costs we'll consider must be essential and unavoidable costs that you still have in the community, while you're in the treatment programme.

You need to provide proof of all the costs you have – unless you've given them to us recently.

Tell us about your accommodation

21 Do you intend to return to the address you told us in question 3?

No

Go to question 23

Yes

22 Who lives with you at your address?

No



Please write below the names of the others you live with

Yes

First name	Surname or family name	Relationship to you

INFORMATION FOR Q23:

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

23 Do you pay rent?

No

Go to question 28

Yes

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

ATTACHMENT FOR Q25:

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

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

ATTACHMENT FOR Q26:

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

26 Do you pay water rates separately from your rent?

No

Yes



Tell us how much you pay

How often?

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

28 **INFORMATION FOR Q28:**

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

29

Do you pay board?

No

Go to question 31

Yes



List what costs your board includes

30

ATTACHMENT FOR Q30:

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

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

31

Do you own the home you live in?

No

Go to question 34

Yes

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

32

HOW TO ANSWER Q32:

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.

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		\$	

33

ATTACHMENT FOR Q33:

You'll need to provide proof from your mortgage provider.

What steps have you taken to reduce your mortgage costs while you're in the treatment programme?

Storage costs

34

Do you need to pay storage costs for furniture, personal effects or a vehicle?

 No

Go to question 37

 Yes

35

What is the full name, address and phone number of the company or person storing your belongings?

Name

Contact details

Address	
Phone number	()
Email	

36

How much do you pay?

Amount

 \$

How often (eg weekly)

Childcare costs

37

Are you paying someone or an organisation for childcare while you attend the treatment programme?

 No

 Yes

↓ Please write the details below.

Child's full name	Name of the person or organisation you pay childcare to	Amount	How often? (eg weekly)
		\$	
		\$	
		\$	

INFORMATION FOR Q37:

We're able to help with your essential childcare costs only while you attend a residential programme.

ATTACHMENT FOR Q37:

Please provide proof of these costs.

Tell us about other essential costs

38

Do you or your family have any other regular essential costs?

 No

 Yes

↓ Please provide the details below

Item	Amount	How often (for example, weekly, fortnightly)?	Start or purchase date	End date
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /
	\$		/ /	/ /

INFORMATION FOR Q38:

Some examples of costs can include:

- power/gas/fixed charges
- hire purchase, lease or hire of essential household items such as a fridge, washing machine, beds
- vehicle repayments.

ATTACHMENT FOR Q38:

You'll need to show proof of these costs.

If you're paying towards the cost of your treatment programme from your own income (other than a benefit), please make sure you list this as a cost.

Reason for costs

39

Please explain why all the costs you've listed are essential.

40

Have you and your partner tried all other options to get help to meet your costs?

No

You'll need to do this first

Yes

↓ Please explain the outcomes below

Service provider to complete

41

What is the full name of your residential facility?

--

42

Is the client attending an alcohol or other drug treatment programme, or treatment for any other medical or psychological disorder?

No Yes

43

Has there been a clinical determination that the client needs to be in this programme?

No

→ A clinical determination has to be made to be eligible for this payment

Yes

→ We may ask for proof

44

When does the client's programme start?

Day	Month	Year

45

Is the total duration of the programme intended to be 39 weeks or less?

No

→ Client does not qualify for assistance

Yes

Administrator's name (print)

--

Administrator's signature

--

Date

Day	Month	Year

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.

If you don't tell us something we need to know, your payment could go down or stop. You might need to pay money back. In some cases you could even be prosecuted.

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"/>
Day	Month	Year

Partner's name (print)

Partner's signature

Date

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