

# Early Learning Payment application



MINISTRY OF SOCIAL  
DEVELOPMENT  
TE MANATŪ WHAKAHIATO ORA

Early Learning Payment is available to families who are enrolled in a Family Start or Early Start programme. It helps pay the cost of early childhood education for children aged 18 months to three years.

The Early Learning Payment is paid up to a maximum of 20 hours a week and is usually paid directly to the childcare provider.

You may also be able to receive a Childcare Subsidy if you want your child/children to attend for more than the maximum hours being paid for by the Early Learning Payment.

## What you need to do next

When you apply for the Early Learning Payment, you'll need to:

- complete this form with your Family Start or Early Start programme worker
- ask the supervisor of the early childhood service your child is, or will be, attending to fill in page 9
- ask your Family Start or Early Start programme worker to fill in page 10, if this is the first time you're applying
- give the documents we need to your Family Start or Early Start programme worker, and they'll send them to us for you, or you can bring them to us yourself.

## 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.

Once you've filled in the application form, use this page to check you've done everything you need to and have gathered all the documents you need to provide.

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.

Proof of who you are:	For you	For your partner (if you have one)
<b>If you were born in New Zealand</b> , 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"/>
<b>If you were born overseas</b> , 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"/>
<b>If your name has changed</b> , bring your marriage certificate, deed poll, or other proof of the name change.	<input type="checkbox"/>	<input type="checkbox"/>
<b>All people applying</b> need to bring <b>two</b> 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"/>
<b>One of the documents above must be at least two years old.</b>		
<b>Other things you must bring:</b>		
A form or letter from Inland Revenue showing your tax number.	<input type="checkbox"/>	<input type="checkbox"/>
Full birth certificates for <b>each dependent child</b> in your care.	<input type="checkbox"/>	<input type="checkbox"/>
Your marriage or civil union certificate, for a current relationship.	<input type="checkbox"/>	

### You must give us all the information we need.

If you do not 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 subsidy. You might need to pay money back. In some cases you could even be prosecuted.**

# Early Learning Payment applicant's form



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In the applicant form, 'you', 'your', and 'yourself' means the person applying for Childcare Assistance.  
If we say 'your partner' this only applies to you 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

2

#### Is the name on your birth certificate the same as above?

☐ No  ☐ Yes

First and middle names

Surname or family name

3

#### HOW TO ANSWER Q3:

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

#### Have you ever been known by any other name?

☐ No ☐ Yes 

1.

2.

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 

#### ATTACHMENT FOR Q1:

Bring proof of your  
identity. What you need  
to bring is explained on  
page 1.



#### ATTACHMENT FOR Q3:

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

## Tell us more about you

5

### What date were you born?

Day	Month	Year

6

### Are you:

☐ Male ☐ Female ☐ Gender diverse

7

#### ATTACHMENT FOR Q7:

Bring a form or letter from Inland Revenue showing your tax number.

8

#### INFORMATION FOR Q8:

We need this information to complete our records. Payment will usually be made directly to the childcare provider.

#### ATTACHMENT FOR Q8:

You need to provide proof of your bank account details.

### What is your Inland Revenue tax number?


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

### 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

#### HOW TO ANSWER Q10:

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

### Is your mailing address different from where you live?

☐ No ☐ Yes

 **Tell us your mailing address**


#### HOW TO ANSWER Q11:

Please only give us contact details you'd like us to use.

11

### How else can we contact you?

Tick the best way for us to contact you

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

#### INFORMATION FOR Q12:

With an email address and mobile number you can sign up to MyMSD online. It's an easy way to keep your details with us up-to-date and see some of your letters online. We may also email you information.

12

### Do you agree to get emails from us?

☐ No ☐ Yes

 **Tell us your mailing address**

☐ I don't have an email address

--

## Tell us if you get a benefit

13

Do you get financial assistance from Work and Income?

☐ No☐ Yes

[Go to question 19](#)

## Tell us your ethnicity

14

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

Please write below

☐ Don't want to answer

**INFORMATION FOR Q14:**  
We collect this information for statistics we use in research and future development work.

## Tell us about your residence status

15

Do you usually live in New Zealand?

☐ No☐ Yes

16

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

☐ New Zealand citizen by birth

[Go to question 19](#)

☐ Granted New Zealand citizenship

Date citizenship granted

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

[Go to question 17](#)

☐ Granted permanent residency

Date permanent residence granted

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

[Go to question 17](#)

☐ Other

What is your residence status?

17

When did you arrive in New Zealand?

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

18

What country were you born in?

**HOW TO ANSWER Q15:**  
This means you consider New Zealand your home, you're a legal resident, you usually live here and you intend to stay.

# Tell us about your dependent children

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

## Tell us about your dependent children

19

### HOW TO ANSWER Q19

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
- children you have shared care for.

The child's name should be the same as on the child's birth certificate.

### ATTACHMENT FOR Q19:

Bring the birth certificate for each dependent child unless you have given them to us recently.

## Who are the dependent children in your care?

### Child 1

Full name

Date of birth

Day Month Year

Relationship to you

### Child 2

Full name

Date of birth

Day Month Year

Relationship to you

### Child 3

Full name

Date of birth

Day Month Year

Relationship to you

### Child 4

Full name

Date of birth

Day Month Year

Relationship to you

### Child 5

Full name

Date of birth

Day Month Year

Relationship to you

### Child 6

Full name

Date of birth

Day Month Year

Relationship to you

### Child 7

Full name

Date of birth

Day Month Year

Relationship to you

# Tell us about your relationship status

## 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.

### HOW TO ANSWER Q20:

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 talk with us.

20

## Do you understand our definition of a relationship?

☐ I understand the definition of a relationship for benefit purposes

21

## Do you have a partner?

By 'partner' we mean someone you are in a relationship with. If you're not sure, please talk to us.

☐ No [Go to page 8](#) ☐ Yes

22

## What is your partner's full name?

23

## What date was your partner born?

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

### ATTACHMENT FOR Q24:

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

24

## What is your relationship status with your partner?

↓ Please tick one of the following boxes

☐ Married ☐ In a civil union ☐ In a relationship

### ATTACHMENT FOR Q25:

Bring a form or letter from Inland Revenue showing your partner's tax number.

25

## What is your partner's Inland Revenue tax number?

<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"/>
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# 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.

## 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](https://msd.govt.nz/reviews)

## Privacy

Our online Privacy Notice tells you how we collect, use, share and keep your personal information safe. It also has information about how you can access your personal information that we hold, and your right to ask for it to be corrected if you think it is incorrect. To see our Privacy Notice go to [workandincome.govt.nz/privacy](https://workandincome.govt.nz/privacy)

## 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

## Next steps

- Ask the supervisor of the early childhood service to fill in **page 9**
- If this is the first time you're applying, ask your Family Start or Early Start programme worker to fill in **page 10**
- Gather your supporting documents from **page 1**
- Send your application and supporting documents to Work and Income. Your Family Start or Early Start programme worker may do this for you.

☐☐☐☐



# Early Learning Payment

## Childcare service supervisor's form



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### Childcare service details

1

**What is the name of your childcare service?**

2

**What is your Work and Income childcare service/OSCAR provider number?**

 |  | 

3

**What are your organisation's contact details?**

Work phone	( )
Mobile phone	( )
Email	

4

**Do you charge a holding or absence fee?**

☐ No ☐ Yes

5

**Please provide details of the care for each child that is part of the Family Start/Early Start programme.**

#### Child 1

Child's full name

Care start date

 /  / 

Hours of care  
(weekly total)

Your hourly fee  
(before subsidy)

 \$ 

Total weekly fee  
(before subsidy)

 \$ 

#### Child 2

Child's full name

Care start date

 /  / 

Hours of care  
(weekly total)

Your hourly fee  
(before subsidy)

 \$ 

Total weekly fee  
(before subsidy)

 \$ 

#### Child 3

Child's full name

Care start date

 /  / 

Hours of care  
(weekly total)

Your hourly fee  
(before subsidy)

 \$ 

Total weekly fee  
(before subsidy)

 \$ 

#### HOW TO ANSWER Q5:

Please tell us your hourly fee after you've applied any discount (for example staff discount) but before any Work and Income subsidy is applied.

If you don't have an hourly fee (for example if you have a session fee), please write 'N/A' in this box and just tell us the total weekly fee, before subsidy.

#### INFORMATION FOR Q5:

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

### Supervisor's statement

- I have authority to complete this form for my organisation.
- The information I have provided is true and complete

Supervisor's name (print)

Supervisor's signature

Date

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

# Early Learning Payment Family Start/Early Start programme manager's form



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This form is not needed if this family is, or has previously been enrolled in a Family Start or Early Start programme. It needs to be completed by the Family Start/Early Start manager.

## Childcare service details

### Keep this application moving

So the Early Learning payment can start from the day the child starts the programme, we need the application before the child's first day.

1

**What is the name of your Family Start/Early Start service?**

2

**What are your organisation's contact details?**

Address	
Work phone	(     )
Mobile phone	(     )
Email	

3

**Who is the Family Start/Early Start worker assigned to the family?**

Worker's name	
Work phone	(     )
Mobile phone	(     )
Email	

## Information about the family

4

**What date were the family enrolled in the Family Start/Early Start programme?**

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

5

**What is the family's case number?**

## Programme manager's statement

- The information I have provided is true and complete.
- I have authority to complete this form for my organisation.

This information is requested under the Social Security Act 2018.

Programme manager's name (print)

Programme manager's signature

Date

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