

# Re-application (within 52 weeks) form



MINISTRY OF SOCIAL  
DEVELOPMENT  
TE MANATŪ WHAKAHIATO ORA

Why not re-apply online?

Go to **www.workandincome.govt.nz**

If you need more information go to our **website** or call us  
on **0800 559 009**.

**myMSD**

Apply online instead  
It's quicker and easier

**my.msd.govt.nz**

## Tell us about yourself

Write your client number here. It can be found on your Community Services Card.

Client number

### Tell us your details

1

#### What is your full name?

First and middle names

Surname or family name

2

#### What date were you born?

Day Month Year

### Tell us how we can contact you

3

#### Where do you live?

Flat/House number Street name

Suburb

Town/City

4

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

☐

No

☐

Yes



**Tell us your mailing address**

  

5

#### How else can we contact you?

Tick the best way for  
us to first contact you

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

6

Do you agree to get emails from us?

☐

No

☐

Yes



Tell us your email address

☐

I don't have an email address

## Tell us about the people in your household

### Tell us about your dependent children

7

Do you have dependent children in your care?

☐

No

Go to question 8

☐

Yes



Please provide details below

#### 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 have more than four children in your care, please write these details about each one on a separate sheet of paper, and bring them with this form.



#### HOW TO ANSWER Q7:

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.

## Tell us about other children that were dependent on you

8

Have you had any children in your care in the last 52 weeks who are no longer dependent on you?

☐

No

☐

Yes



Please list the details below

Name of child	Date of birth	Date they became no longer dependent
	/ /	/ /
	/ /	/ /

## 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.

### ② HOW TO ANSWER Q9:

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 13.

9

Do you understand our definition of a relationship?

☐

I understand the definition of a relationship for benefit purposes

10

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 13.

☐

No

[Go to question 13](#)

☐

Yes

11

What is your partner's full name?

12

What is your partner's date of birth?

Day

Month

Year

# Tell us about your work in the last 52 weeks

By 'work' we mean any employment you get paid or get other advantages for, such as free or subsidised board, payments in kind, or drawings from a business.

## Answer this section about your work

13

### Have you worked in the last 52 weeks?

☐

No

[Go to question 19](#)

☐

Yes

## Tell us about your current work

14

### Are you working?

☐

No

[Go to question 19](#)

☐

Yes

#### HOW TO ANSWER Q15:

By full-time, we mean you generally work at least 30 hours a week.

If you have more than one job please record details of your other work on a separate sheet of paper.

For each job include the information asked for in questions 15, 17 and 18.

15

### What type of work do you do?

☐

Full-time

☐

Part-time

☐

Casual

☐

Seasonal

☐

Self-employed

☐

Voluntary

16

### Are you a sole parent and pay for childcare while you're working?

☐

No

☐

Yes



[Please tell us how much you pay](#)

\$

☐

Weekly

☐

Fortnightly

☐

Monthly

17

### Who are you working for?

Employer's name

Employer's contact details

Address		
Phone number	( )	Fax ( )
Email		

#### HOW TO ANSWER Q18:

Include the amount you're paid and also the value of things you get from your employer instead of money.

If your income varies week to week – provide an average (for example, the average of your last four weeks pay).

18

### How much are you paid each week?

	Type of payment (include goods or services)	Amount before tax	Amount after tax
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$

# Tell us about income and assets

## Tell us about your income

19

Did you or your partner get any income from the following sources in the last 52 weeks?

Wages or salary	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Termination pay	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Redundancy pay	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Accident compensation (eg ACC)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Income insurance (replacement/protection)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Jointly with partner
Farm or business income	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Jointly with partner
Payments from self employment or contract work	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Jointly with partner
Interest from savings, investments or bonds	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Jointly with partner
Dividends from shares, unit trusts, or managed funds	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Jointly with partner
Income from rents	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Jointly with partner
Payments from boarders or flatmates	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Jointly with partner
Child support payments	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Other income for a child	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Maintenance payments	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Payments from a former partner	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Student Allowance, scholarship, or Student Loan living cost payments	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Overseas pension, benefit or allowance payments	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Other superannuation or retirement scheme income (government or private)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Income from an estate, if you've inherited money	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Jointly with partner
Income from trusts	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Jointly with partner
Other	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Jointly with partner

**ATTACHMENT FOR Q18:**  
Bring a copy of your business accounts.

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

20

Did you answer 'yes' or 'jointly with partner' to any of the sources of income listed in question 19?

☐ No ☐ Yes

Where does the income come from?	Payment made to?		
	You	Partner	Jointly with partner
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**ATTACHMENT FOR Q20:**  
You need to show us proof of income you get.

## HOW TO ANSWER Q21:

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

21

**Did you or your partner 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	Who received it?	Where did it come from?	Its value
			\$
			\$
			\$

## HOW TO ANSWER Q22:

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 5.

22

**Do you or your partner 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

### Your payments

Where will the payment come from?	How much?	How often do you expect the payment?
	\$	
	\$	
	\$	

### Your partner's payments

Where will the payment come from?	How much?	How often does your partner expect the payment?
	\$	
	\$	
	\$	

### Jointly with partner

Where will the payment come from?	How much?	How often do you expect the payment?
	\$	
	\$	
	\$	

## Are you involved with a trust?

23

**Are you or your partner involved in a trust, or have you or your partner 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 sold or gifted 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 Q23:

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

## Tell us about your assets

### ATTACHMENT FOR Q24:

You will need to show us proof of your assets and their value.

24

### 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

25

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

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

### HOW TO ANSWER Q26:

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

26

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

- Property you don't live in ☐ No ☐ Yes
- Boat or caravan ☐ No ☐ Yes
- Other ☐ No ☐ Yes

### ATTACHMENT FOR Q27:

You may be asked to provide proof of these details.

27

### 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?
	\$	\$
	\$	\$
	\$	\$

# Tell us about your accommodation

## Tell us who you live with

28

### Do you live alone?

☐

No



Please write below the names of the others you live with

☐

Yes

First name

Surname or family name

Relationship to you


## Tell us about your accommodation costs

29

### Do you receive an Accommodation Supplement?

☐

No

Go to your obligations on page 9

☐

Yes

30

### What are your accommodation costs?



#### HOW TO ANSWER Q30:

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.

You can only claim repairs and maintenance if you own the home you live in.



#### ATTACHMENT FOR Q30:

You'll need to show proof of your home ownership costs.

Bring receipts for any repair and maintenance costs within the last 12 months.

Who do you pay?

How much do you pay?

How often do you make the payment (such as weekly, monthly or yearly)?

Rent		\$	
Board		\$	
First mortgage		\$	
Other mortgage		\$	
House insurance		\$	
Mortgage insurance		\$	
Rates		\$	
Ground lease		\$	
Water rates		\$	
Body corporate fees		\$	
Cost of repairs/ Maintenance in last 12 months		\$	

31

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


☐

I don't pay rent or board.

32

### Do you have a mortgage from Housing New Zealand?

☐

No

☐

Yes



Please write your interest rate

%

33

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

☐

No

☐

Yes

Amount

\$

Rating year 1 July

20

to 30 June

20



# Re-application (within 52 weeks) obligations and privacy



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## Both the applicant and their partner need to read and complete this section.

This part of the application form:

- lists the obligations for the applicant and partner
- explains what will happen if obligations are not met
- includes a signature page for you and your partner (if you have one) to sign
- explains how we protect the information given to us, and what we can do with it.

## Obligations

## Applies to:

These are what you have to do to receive payments from Work and Income.

If you are getting Jobseeker Support you have full-time work obligations. If you are a partner you also have full-time work obligations if you are:

- 18 years or over and have no dependent children, or
- 20 years or over and have no dependent children under 14 years (including any child you get Orphan's Benefit or Unsupported Child's Benefit for).

People getting other benefits or in other situations may have part-time work obligations, work preparation obligations, or youth activity obligations, depending on their circumstances. These obligations are explained in the following sections. Please read all the obligations in each section because they could apply to you if your circumstances change.

## 1. Change of circumstances

**I must tell Work and Income or my Contracted Service Provider (where I have one assigned to me) immediately if either my partner or I:**

### Applicants and partners

- have a change in work situation (such as starting part-time, casual or full-time work, whether paid or unpaid)
- become self-employed/start to run a business
- have changes to my/our income or financial circumstances
- intend to travel overseas
- start/finish part-time or full-time study
- have changes to personal details (such as name, address, contact details or bank account number)
- have changes to my/our living situation (such as marriage or separation, starting or ending a civil union, starting or ending a de facto relationship with someone of the same or opposite sex, change in the number of children supported, change in accommodation costs)
- are imprisoned/held in custody on remand
- are admitted to or discharged from hospital
- have been granted an overseas pension
- have any other change that may affect my/our benefit entitlement or rate.

## 2. Full-time work obligations

**I understand that while I'm getting Jobseeker Support, I have the following full-time work obligations to:**

### Applicants and partners

- be available for and take reasonable steps to get a suitable job
- take any offer of suitable full-time, part-time or temporary work, or work that is seasonal or subsidised
- attend and take part in any suitable job interviews Work and Income ask me to
- take and pass any drug test potential employers or training providers require
- attend and take part in interviews with Work and Income as required

Full-time means you'll generally be expected to look for work of at least 30 hours a week.

- work with Work and Income to plan how I'll find a suitable job
- take part in any other activities that Work and Income refer me to, such as attend any job training courses, seminars, work experience or work assessments (including rehabilitation, but not medical treatment) that will improve my work readiness or help me get work
- let Work and Income know how I'm meeting my work obligations as often as Work and Income reasonably requires.

## 3. Work obligations if you have a health condition, disability or injury that stops you working full time

**I understand that while I get this benefit, if I have a health condition, injury or disability that means I can only work part-time, I have the following part-time work obligations to:**

- be available for and take reasonable steps to get a suitable part-time job
- take any offer of suitable part-time or temporary work, or work that is seasonal or subsidised
- attend and take part in any suitable job interviews Work and Income ask me to
- take and pass any drug test potential employers or training providers require
- attend and take part in interviews with Work and Income as required
- work with Work and Income to plan how I'll find a suitable job
- take part in any other activities that Work and Income refer me to, such as attend any job training courses, seminars, work experience or work assessments (including rehabilitation, but not medical treatment) that will improve my work readiness or help me get work
- let Work and Income know how I'm meeting my work obligations as often as Work and Income reasonably requires.

**I understand that while I get this benefit, if I have a health condition, injury or disability that means I am unable to work or can only work less than 15 hours a week, I will not be asked to meet work obligations until my situation changes and in the meantime I will have the following work preparation obligations to:**

- take reasonable steps to prepare and plan for work
- attend and take part in work preparation interviews, where Work and Income ask me to
- attend and take part in work related activities or programmes such as a work assessment, a programme or seminar to increase particular skills or enhance motivation where Work and Income ask me to
- attend and take part in any other activity that Work and Income require me to (including rehabilitation but not medical treatment, voluntary work or activity in the community).

### Applicants

Part-time means you'll generally be expected to look for work of at least 15 hours a week.

## 4. Part-time work obligations

**I understand that if I am 20 years or older and my youngest child (including any child I get Orphan's or Unsupported Child's Benefit for) is aged between three and 13 years, I'll have the following part-time work obligations to:**

- be available for and take reasonable steps to get a suitable part-time job
- take any offer of suitable part-time or temporary work, or work that is seasonal or subsidised
- attend and take part in any suitable job interviews Work and Income ask me to
- take and pass any drug test potential employers or training providers require
- attend and take part in interviews with Work and Income as required
- work with Work and Income to plan how I'll find a suitable job
- take part in any other activities that Work and Income refer me to, such as attend any job training courses, seminars, work experience or work assessments (including rehabilitation, but not medical treatment) that will improve my work readiness or help me get work
- let Work and Income know how I'm meeting my work obligations as often as Work and Income reasonably requires.

### Applicants and partners

Part-time means you'll generally be expected to look for work of at least 20 hours a week.

## 5. Work preparation obligations

**I understand that if I am 20 years or older and my youngest child (including any child I get Orphan's or Unsupported Child's Benefit for) is under three years of age, I'll have the following work preparation obligations to:**

- take reasonable steps to prepare and plan for work
- attend and take part in work preparation interviews, where Work and Income ask me to
- attend and take part in work related activities or programmes such as a work assessment, a programme or seminar to increase particular skills or enhance motivation where Work and Income ask me to
- attend and take part in any other activity that Work and Income require me to (including rehabilitation but not medical treatment, voluntary work or activity in the community).

**Applicants and partners**

## 6. Work ability assessment

**Where I've been asked to I'll have an obligation to attend and participate in a work ability assessment.**

**Applicants and partners**

## 7. Working with a Contracted Service Provider

**Where I've been asked to work with a Contracted Service Provider I'll have an obligation to co-operate with them and to:**

- attend and participate in any interview with them
- report to them on how I'm meeting my obligations
- complete assessments with them.

**Applicants and partners**

## 8. Obligations for parents and caregivers with dependent children

**I understand that while I'm getting this benefit I'll be expected to take reasonable steps to meet social obligations as a parent or a caregiver. These are to ensure my dependent children (including any child I get Orphan's or Unsupported Child's Benefit for) are:**

- enrolled with a general practice that is part of a Primary Health Organisation (PHO)
- enrolled in and attending one of the following from the age of three until they start school:
  - an approved early childhood education programme or
  - Te Aho o Te Kura Pounamu – The Correspondence School or
  - another approved parenting and early childhood home education programme
- up to date with core Well Child/Tamariki Ora checks if aged under five
- enrolled in and attending school from the age of five or six (depending on when they start school).

**I understand that I may be required to meet with Work and Income to discuss how I'm meeting my obligations as a parent or a caregiver.**

**Applicants and partners**

## 9. Youth activity obligations

**I understand that if I am aged 16-17 years without children and I am a partner of a main beneficiary I will have the following activity obligations:**

- be enrolled in and attending, or be available for a full-time course of secondary school or tertiary education or approved training or work-based learning leading to:
  - NCEA Level 2 or
  - an equivalent qualification or
  - a higher qualification
- when asked, participate in and complete an approved budgeting programme
- when asked and in the manner required, report to Work and Income or my Youth Service Provider (where I have one assigned to me) on how I am meeting my activity obligations
- when asked, attend and participate in regular budgeting discussions with Work and Income or my Youth Service Provider (where I have one assigned to me)
- when asked, attend and participate in any interview with Work and Income or my Youth Service Provider (where I have one assigned to me)

**I also understand when I turn 18 the above obligations may continue to apply depending on my circumstances.**

**I understand that if I am aged 16-19 years, I am a partner of a main beneficiary and have one or more dependent children, I will have the following activity obligations:**

- when asked, participate in and complete an approved budgeting programme
- when asked, participate in an approved parenting education programme
- enrol my children:
  - with a Primary Health Organisation, where local provider capacity allows
  - under the age of five years, with a WellChild/Tamariki Ora provider and keep up to date with their visits
- ensure my children are attending an Early Childhood Education Programme or other suitable childcare, while I am participating in education, training, work-based learning or part-time work
- when asked and in the manner reasonably required, report to Work and Income or my Youth Service Provider (where I have one assigned to me) on how I am meeting my obligations
- when asked, attend and participate in regular budgeting discussions with Work and Income or my Youth Service Provider (where I have one assigned to me)
- when asked, attend and participate in any interview with Work and Income or my Youth Service Provider (where I have one assigned to me).
- when asked, provide within 20 working days, Work and Income or my Youth Service provider (where I have one assigned to me) with details of my accommodation costs and service costs such as electricity and telephone, lawful debts and liabilities
- co-operate with Work and Income or my Youth Service provider to manage the spending of my benefit, and:
  - attend and be involved in regular budgeting discussions with Work and Income or my Youth Service provider
  - at these discussions or when asked, provide details on:
    - > accommodation costs and service costs such as electricity and telephone
    - > lawful debts and liabilities
    - > how I spend any in-hand allowance and money credited to my payment card or any other device.

**I understand that when my youngest dependent child is 12 months of age or over (or is over six months of age and a suitable place becomes available in a Teen Parent Unit) and there are no special circumstances, or I am not the primary caregiver, I will also have the following activity obligations:**

- be enrolled in and satisfactorily undertaking, or be available for a full-time course of secondary school or tertiary education or approved training or work-based learning leading to:
  - NCEA Level 2 or
  - an equivalent qualification or
  - a higher qualification.

**I also understand when I turn 20 the above obligations may continue to apply depending on my circumstances.**

## **10. Temporary Additional Support**

**I understand that if I've made an application for Temporary Additional Support, my partner and I must take all necessary steps to get other assistance towards costs and take reasonable steps to increase my income and reduce costs where possible.**

**Applicants and  
partners**

# What happens if you do not meet your obligations

## Not telling us about changes in your circumstances

I understand that if I do not tell Work and Income about changes in my life that might affect my benefit entitlement, or rate, that:

- my benefit may be reviewed and cancelled and
- I may have to pay back the total amount of any overpayment that I have received and
- Work and Income may impose a penalty (up to three times the value of the overpayment) or
- I may be prosecuted and fined and/or imprisoned.

**The consequences described above will also apply if we use this application form to grant you the Emergency Benefit or Emergency Maintenance Allowance.**

## Not meeting obligations that apply to your situation

I understand that I must meet these obligations and that:

- The first and second time I don't meet my obligations, without a good and sufficient reason, my benefit will be reduced by 50% or stopped. I understand that my benefit will increase or restart if I undertake the activity I failed to do.
- The third time I don't meet my obligations, without a good and sufficient reason, my benefit will be reduced by 50% or stopped, for 13 weeks. If my benefit has been reduced or stopped, and I agree to take part in an approved activity for at least six weeks and I'm still entitled to my benefit, it will be increased or restarted.
- When my benefit is reduced or stopped this may affect my entitlement to any incentive payments or supplementary assistance I am receiving.
- If I act in a way that is inconsistent with the purpose for which any incentive payment is paid, the incentive payment may be cancelled.
- If my benefit is stopped and restarted again, I may have to re-earn my incentive payments.

**The consequences described above will also apply if we use this application form to grant you the Emergency Benefit or Emergency Maintenance Allowance, you have dependent children, and you do not meet one of the obligations for parents and caregivers of dependent children.**

## Not meeting obligations that apply to your situation if you are subject to money-management

- I understand that I must meet these obligations and that:
- The first and second time I don't meet my obligations, without a good and sufficient reason, my in-hand allowance will be stopped. I understand that my benefit will increase or restart if I undertake the activity I failed to do.
- The third time I don't meet my obligations, without a good and sufficient reason, my benefit will be reduced by 50% or stopped, for 13 weeks. If my benefit has been reduced or stopped, and I agree to take part in an approved activity for at least six weeks and I'm still entitled to my benefit, it will be increased or restarted.
- When my benefit is reduced or stopped this may affect my entitlement to any incentive payments or supplementary assistance I am receiving.
- If I act in a way that is inconsistent with the purpose for which any incentive payment is paid, the incentive payment may be cancelled.
- If my benefit is stopped and restarted again, I may have to re-earn my incentive payments.

## Not meeting your obligation to take any offer of suitable work

I understand that if I fail my work obligation to take any offer of suitable work, including temporary work, or work that is seasonal or subsidised, without a good and sufficient reason, that my benefit will be reduced by 50% or stopped, for 13 weeks. If my benefit has been reduced or stopped, and I agree to take part in an approved activity for at least six weeks and I'm still entitled to my benefit, it will be increased or restarted.

## Not meeting your obligations to take and pass drug tests

I understand that if I fail my work obligation to take and pass a drug test when required by a potential employer or training provider, without a good and sufficient reason, that:

- the first time I do this, I will have to agree to stop using drugs so that I can pass a drug test
- the second time I do this, I will have to agree to take and pass a drug test within 25 working days.

I understand that if I don't take and pass a drug test within 25 working days my benefit will be reduced by 50% or stopped, for 13 weeks. If my benefit has been reduced or stopped, and I agree to take part in an approved activity for at least six weeks and I'm still entitled to my benefit, it will be increased or restarted.

I understand that if I fail a pre-employment drug test with a potential employer I will need to pay for the test from my benefit.

I also understand that if I have to take and pass a drug test within 25 working days I will need to pay for the test.

**I understand that if I have failed other obligations in the last 12 months the consequences of a first or second failed drug test may be more serious than those described above.**

## Not telling us if you plan to travel overseas

I understand that if I intend to travel overseas and don't let Work and Income know before I leave New Zealand, my benefit will be stopped the day after I leave New Zealand.

**The consequence described above will also apply if we use this application form to grant you the Emergency Benefit or Emergency Maintenance Allowance.**

**You have the right to review or dispute any decision to reduce or stop your benefit.**

**If we use this application form to grant the Emergency Benefit or Emergency Maintenance Allowance, and you fail one or more of the obligations assigned to you as a condition of granting your benefit, your benefit may be reduced or stopped.**



# 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 Veteran's 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.



# Signature page

## Applicant copy

By signing this form, you agree to meet your obligations.

### Applicant

- I have had the obligations explained to me, I understand these, and have been given a copy of these obligations
- I have read (or had explained to me) and understood what will happen if I do not meet my obligations
- I understand my responsibility to let Work and Income or my Contracted Service Provider (where I have one assigned to me) know about any changes in my circumstances and what will happen if I do not do this
- The information I have provided is true and complete
- I have read (or had explained to me) and understood the Privacy Statement contained in this form

Applicant's name (print)

Applicant's signature

Date

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

## Applicant's partner copy

### Applicant's partner

- I have had the obligations explained to me, I understand these, and have been given a copy of these obligations
- I have read (or had explained to me) and understood what will happen if I do not meet my obligations
- I understand my responsibility to let Work and Income or my Contracted Service Provider (where I have one assigned to me) know about any changes in my circumstances and what will happen if I do not do this
- The information I have provided is true and complete
- I have read (or had explained to me) and understood the Privacy Statement contained in this form

Applicant's partner's name (print)

Applicant's partner's signature

Date

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

**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, we may impose a penalty, and you could be prosecuted.**

**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, we may impose a penalty, and you could be prosecuted.**

# Signature page

## Office copy

**By signing this form, you agree to meet your obligations.**

### Applicant

- I have had the obligations explained to me, I understand these, and have been given a copy of these obligations
- I have read (or had explained to me) and understood what will happen if I do not meet my obligations
- I understand my responsibility to let Work and Income or my Contracted Service Provider (where I have one assigned to me) know about any changes in my circumstances and what will happen if I do not do this
- The information I have provided is true and complete
- I have read (or had explained to me) and understood the Privacy Statement contained in this form

Applicant's name (print)

Applicant's signature

Date

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

### Applicant's partner

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Applicant's partner's signature

Date

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Day	Month	Year

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