

Special Needs Grant/Advance on Benefit/Recoverable Assistance Payment



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

CLIENT NUMBER

Client details

1. What is your name?

First name(s)

Surname or family name

2. Where do you live?

Flat/house no.

Street name

Suburb

City

3. What is your contact phone number?

4. What is your weekly income?

 \$

5. What savings and investments do you have?

 \$

6. How much money do you require?

 \$

7. Please provide reasons why you need this money below:

Q4 note: Give the gross amount of money you and your partner/spouse get from wages, salary, business income, or other sources. (Do not include benefit.)

Q5 note: Give the amount of money you have in savings accounts, Bonus Bonds, shares, investments, etc.

Statement

Please read the statement carefully before you sign it.

The information I have given is true and I have not left anything out. I agree, if required, to pay back any recoverable payment if Work and Income asks me to. The conditions of payment have been explained to me.

Client's name (print)

Client's signature

Day Month Year

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Has the Decision Summary Sheet been completed? (This is mandatory – see over.)

☐ Yes

☐ Benefit due

☐ SNG

☐ Advance

☐ Recoverable Assistance Payment

Decision:

☐ Approved

☐ Declined

☐ Non-recoverable

☐ Recoverable

Service Centre Manager's discretion utilised:

☐ Yes

☐ No

Payment to be made to

Assistance for

Amount

1.		\$
2.		\$
3.		\$
Total		\$
Recovery rate		\$

Case Manager's signature

Authenticator's signature

Service Centre Manager's signature

Cheque Issuer: Cheque numbers

Type of identification

Cheque Issuer's signature

Day Month Year

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Q3 note: This question may not apply to RAP applicants.

Q4 note: Examples of other options could include:

- meet from next benefit due
- own resources
- other government agencies
- automatic payments
- budgeting
- negotiating part payments
- layby
- family
- refinancing
- boarders
- TIA.

The above is not an exhaustive list.

Q7 note: If an advance/RAP Service Centre Manager approval is required for payments that exceed the six week limit.

Q9 note: Examples of exceptional circumstance could include:

- to exceed the SNG category limit.

1. Does the client meet the universal criteria including the cash asset and income tests?

☐ Yes ☐ No ▶ Please state why not below: ☐ Verification sighted

2. Does the client meet essential and immediate criteria where applicable or emergency criteria (for some SNGs)?

☐ Yes ☐ No ▶ Please state why not below:

3. Is the client receiving full and correct benefit/supplement entitlement?

☐ Yes ☐ No ▶ Please state why not below: Action taken

4. Are any other options available?

☐ Yes ▶ Please state what options below: ☐ No ▶ Please state why not below:

5. Is the quote for the item or service the least amount required?

☐ Yes ☐ No ▶ Please state why not below:

6. Are there any severe consequences to the client if assistance is not given?

☐ Yes ▶ Please state consequences below: ☐ No

7. What is the client's total debt level?

Work and Income debt \$

Other debt \$ Advance balance \$

8. If a recoverable SNG/Advance/RAP, has repayment been negotiated?

☐ Yes ▶ Weekly repayment: \$

☐ No ▶ Please state why not below:

9. Do exceptional circumstances exist to justify exceeding the limits in the programmes?

(For example, to exceed the SNG category limit.)

☐ Yes ▶ Please state why below: ☐ No

10. Is a proactive interview needed?

☐ Yes ▶ Time arranged: ☐ No

11. Please provide any other comments below:

Temporary Additional Support Application



Work and Income
Te Hiranga Tangata

A service of the Ministry of Social Development

CLIENT NUMBER

If you need help with this form call us on ☎ 0800 559 009.

Please read this before you start

Temporary Additional Support can provide financial assistance as a last resort to help people in financial hardship who can't meet their essential costs from their income or other sources.

It is important that you take all necessary steps to get other assistance towards costs and take reasonable steps to increase income and reduce costs where possible; and that you haven't arranged your situation to try to get this help.

Please complete all questions – if not applicable write N/A. If you need more space please attach a separate sheet.

Name

1. What is your name?

First name(s)

Surname or family name

Birth date

2. What is your date of birth?

Day Month Year

Address

Q3 note: If you live in a rural area, a house number could include:

- RAPID number
- fire number
- emergency services number.

Q4 note: Mailing address includes:

- postal box (PO Box)
- rural delivery details
- C/O address.

3. Where do you live?

Flat/house no. Street name

Suburb

City

4. What is your mailing address (if different from above)?

If you live at a rural address please include your rural delivery details here:

5. How can we contact you?

Work phone

Home phone

Mobile phone

Email

Fax

6. Do you live alone?

☐

Yes

☐

No

► Please provide the names of the others you live with below:

First name(s)

Surname or family name

Relationship to you

Assets

Q7 note: Examples of cash assets:

- money in bank or savings organisation
- money lent to other people or organisations
- money in Bonus Bonds, shares, debentures or government stock.

Q8 note: Examples of non-cash assets:

- leisure boats
- caravans
- land or buildings other than your home, eg holiday homes.

 You may be required to show proof of these details.

7. Do you or your partner have any cash assets?

☐ No ☐ Yes ▶ Please provide details below:

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

8. Do you or your partner have any non-cash assets?

☐ No ☐ Yes ▶ Please provide details below:

Type of asset	Total value	Money owing
	\$	\$
	\$	\$
	\$	\$

Working for Families Tax Credits

Q9 note: Working for Families Tax Credits payments include:

- family tax credit
- in-work payment
- minimum family tax credit
- child tax credit
- parental tax credit.

9. Do you and/or your partner receive any Working for Families Tax Credits payments from Inland Revenue?

☐ No ☐ Yes ▶ Please provide details below and provide a Certificate of Entitlement from Inland Revenue. You can get a Certificate of Entitlement by calling Inland Revenue on **0800 257 720**. Please have your IRD number available

Type of payment	You	Your partner	How often (weekly, fortnightly etc)?
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

Income details

Q10 note: Examples of income from other sources:

- wages or salary
- accident compensation
- farm or business income (include drawings)
- self employment
- interest from savings or investments
- dividends from shares
- income from rents
- redundancy or termination type payments
- Child Support
- maintenance payments
- boarders
- Student Allowance, scholarship or Student Loan living cost payments
- any other income, eg family trusts, overseas payments.

Give gross (before tax) amount.

10. Did you get income from any other source in the last 52 weeks?

(Do not include a benefit, NZ Superannuation, Veteran's Pension or War Disablement Pension.)

☐ No ☐ Yes ▶ Please provide details below:

Source (eg bank account number)	Gross income (eg interest)
	\$
	\$
	\$

11. Do you expect to get other income in the next 52 weeks?

(Do not include a benefit, NZ Superannuation, Veteran's Pension or War Disablement Pension.)

☐ No ☐ Yes ▶ Please provide details below:

Source (eg bank account number)	Gross income (eg interest)
	\$
	\$
	\$

Employment costs

Q12 note: Employment costs include:

- vehicle running costs or public transport to employment
- childcare if the caregiver is working
- telephone if it is a condition for employment.

 You may be required to show proof of these costs.

12. Do you and/or your partner have any essential employment costs?

☐ No ☐ Yes ▶ Please provide details below:

Employment cost	Amount	How often (weekly, fortnightly etc)?
	\$	
	\$	
	\$	
	\$	

Accommodation costs

Q14 note: If you don't have a cost, write 'nil'.

 Please provide proof of these costs.

13. Do you or your partner have any accommodation costs?

☐

No ▶ Go to Question 16

☐

Yes ▶ Please complete details below if you have not applied for the Accommodation Supplement

14. Please give details of your costs.

	Name of company or person you pay	Your cost	How often (weekly, fortnight etc)?
Rent		\$	
Board		\$	
First mortgage		\$	
Other mortgage		\$	
House insurance		\$	
Ground lease		\$	
Mortgage insurance		\$	
Rates		\$	
Water rates		\$	
Cost of essential repairs and maintenance for the last 12 months		\$	

15. Have you received a Rates Rebate?

☐

Yes ▶ Amount \$

Rating year 1 July

☐

No

to 30 June

Health or disability costs

Essential health or disability costs may be included in Temporary Additional Support if:

- you do not get Disability Allowance because of your income, or the health or disability condition will last less than 6 months or
- these costs are more than your Disability Allowance pays for or
- you are a certain refugee or residence permit applicant.

Q16 note: Include children on Orphan's Benefit or Unsupported Child's Benefit.

Q17 note: Include children on Orphan's Benefit or Unsupported Child's Benefit.

16. Do you and/or your partner (if you have one) or any dependent children have any health or disability costs?

☐

No ▶ Go to Question 18

☐

Yes ▶ Go to Question 17

17. Do you and/or your partner (if you have one) or any dependent children receive a Disability Allowance for health or disability costs?

☐

No ▶ Talk to us about applying for a Disability Allowance

☐

Yes ▶ Talk to us if your costs have changed

Credit sales (hire purchases) and regular costs

Q18 note: Essential items that may be included:

- beds, dining suites, fridge / freezer, portable heaters, lounge suite, stove, television
- vehicle repayments
- washing machine (or laundrette costs)
- dryer (disability)
- childcare costs (disability).

18. Do you and/or your partner have any essential credit sales (hire purchases) or regular costs?

Item	Amount	How often (weekly, fortnight etc)?	Start / purchase date	End date
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			

Please talk to us if you, your partner or any dependent children have disability costs but have not applied for a Disability Allowance.

Q19 note: Telephone costs for personal safety or security need to be verified by either the Police, court orders, Women's Refuge, previous history held by Work and Income, Child Youth and Family, or any other relevant organisation.

U You will need to provide proof of your circumstances and your telephone rental costs (excluding toll or call charges and mobile phones) if we do not have these details already.

- ☐ No ☐ Yes ► Please provide details below:

[illegible]

How often (weekly, fortnightly etc)?

Q2o note: Temporary Additional Support is last resort financial assistance. You and your partner must take all necessary steps to get other assistance towards costs and take reasonable steps to increase income and reduce costs where possible.

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- This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is a vertical margin line on the left side, creating a narrow left margin. The paper appears to be from a notebook or a standard ruled sheet of paper.

We will talk to you about what other steps you might be able to take.

Privacy Statement

The legislation administered by the Ministry of Social Development allows us to check the information that you give us in this form.

This may happen when you apply for a benefit and at any time after that.

The Privacy Act 1993 requires us to tell you that:

- The information you give us is collected under the authority of the legislation administered by the Ministry of Social Development.
- The information 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 Work and Income, Child, Youth and Family and other service lines of the Ministry), and in particular for:
 - granting benefits and other assistance under the Social Security Act 1964
 - providing employment related services
 - statistical and research purposes
 - providing advice to Government
 - care and protection needs of children
 - providing support and services for you and your family
 - providing education related services.
- Work and Income may contact health providers to verify any health related information you give us.
- Work and Income may give employers information about you to find you employment. Where Work and Income refer you to a job vacancy, we may also contact the employer to discuss the result of any job interview that you attend.
- Work and Income may share information you have given us with childcare centres to administer your entitlement to childcare.
- Other information that you give us on your skills, aspirations, family circumstances etc, and that is not required to assess your entitlement to a benefit may be used to provide a better service to you by the Ministry of Social Development.
- The information you give us may be compared with information held by Inland Revenue, the Ministry of Justice, the Department of Corrections, the New Zealand Customs Service, the Department of Internal Affairs, the 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 and the Netherlands).
- 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 Department of Labour, Statistics New Zealand, the Ministry of Justice, the Accident Compensation Corporation, and the Ministry of Education
 - disclose your personal information to your partner.
- 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.
- You are not required to give us information, but if you do not give us all the information we ask for, your application for benefits may be declined.

Obligations

Work situation changes include starting part-time, casual or full-time work, whether paid or unpaid.

Changes in your living situation include:

- marriage or separation
- entering 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.

I understand that my partner and I (if I have one) must take all necessary steps to get other assistance towards costs and take reasonable steps to increase income and reduce costs where possible.

I must tell Work and Income immediately if either my partner or I:

- have a change in work situation
- become self employed / start to run a business
- have changes to my 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 or bank account details)
- have changes to my living situation
- am imprisoned / held in custody on remand
- am admitted to or discharged from hospital
- have been granted an overseas pension
- have any other changes that may affect my benefit entitlement or rate.

Important

I understand that:

- if I have made a false statement **or**
- if I have failed to answer all the questions in full **or**
- if I do not tell Work and Income about changes in my life that might affect my entitlement or rate **then**
 - 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 or imprisoned.

Additional information

Information required by

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Day Month Year

Contact name

Your client number is:

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Client Obligations

Please read this statement carefully and sign.

I understand that my partner and I must take all necessary steps to get other assistance towards costs and take reasonable steps to increase income and reduce costs where possible.

I must tell Work and Income immediately if either my partner or I:

- 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 or bank account number)
- have changes to my / our living situation (such as marriage or separation, entering 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.

My obligations have been explained to me and I understand my responsibilities.

I have completed all the questions in the *Temporary Additional Supplement* application, or this application has been completed for me, and the information I have given is true and complete. The conditions for receiving this assistance have been explained to me and I understand these.

I am also aware of and understand the Privacy Act statement contained in this application form.

Name (print)

Client's signature

Day	Month	Year

OFFICE USE ONLY

Statement by Interviewer / Interpreter

I have explained the conditions for receiving a benefit and explained what the client's obligations mean and the reason for them. The client has indicated that he / she understands and accepts responsibility to provide true and complete information and to advise immediately of any changes in circumstances. All questions have been completed.

Interviewer's name (print)

Interviewer's signature

Day	Month	Year

Additional information:

Decision:

Processor's signature

Day	Month	Year

Checker's signature

Day	Month	Year

10% 100% Critical data

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Service Centre Manager's signature (If applicable)

Day	Month	Year

Bring up

B	F
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Day	Month	Year