

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

Proof of who you are:	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"/>

Community Costs Payment application



MINISTRY OF SOCIAL DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

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

Client number

 | |

It's on your Community Services Card, or if you've applied for support from StudyLink or Work and Income before it's on a letter from us.

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



If yes, tell us your email address

I don't have an email address

INFORMATION FOR Q7:

If the people you lived with get a benefit or pension from us, we'll match your information with theirs, and we may need to contact them.

7

What other people live at the address you lived at before you entered the residential programme? (Tick all that apply)

I lived alone

Go to question 9

My partner and/or dependent children

Go to question 9

The people listed below (don't list your partner or dependent children)

First name

Surname or family name

Relationship to you

First name	Surname or family name	Relationship to you

Our definitions of renters and boarders are:

- **Renters:** people who pay for accommodation only
- **Boarders:** people who pay a fixed amount for accommodation, food and utilities, and are not included on the tenancy agreement. This includes people living in a boarding house (with food provided) or social housing property and are not the head tenant.

8

Do any of the people named in Q7 pay you board or rent?

No

Go to question 9

Yes



If yes, please provide details below

HOW TO ANSWER Q8:

'Self-contained' means there is a kitchen or a kitchenette and a bathroom. If it's a caravan or campervan it needs to have facilities for:

- day-to-day living
- sleeping
- preparing and cooking food.

It must also have a:

- Sink
- Toilet

HOW TO ANSWER Q8:

The floor area for the whole home can be found by looking up the address on qv.co.nz

Person 1

Full name of renter or boarder

Date of birth / /

Phone number ()

Email address

Do they pay you rent or board? Rent Board

How much do they pay? \$ How often?

When did they start paying? / /

Does this person live in a self-contained part of the property?

No

Go to next person or question 9

Yes

What is the floor area of the self-contained part of property?

Length of the space
(in metres)

Multiply

Width of the space
(in metres)

Equals

Floor area
(in metres²)

×

=

What is the total floor area of the whole property?

metres²

HOW TO ANSWER Q8:

'Self-contained' means there is a kitchen or a kitchenette and a bathroom. If it's a caravan or campervan it needs to have facilities for:

- day-to-day living
- sleeping
- preparing and cooking food.

It must also have a:

- Sink
- Toilet

HOW TO ANSWER Q8:

The floor area for the whole home can be found by looking up the address on qv.co.nz

Person 2

Full name of renter or boarder _____

Date of birth / / _____

Phone number () _____

Email address _____

Do they pay you rent or board? Rent Board

How much do they pay? \$ _____ How often? _____

When did they start paying? / / _____

Does this person live in a self-contained part of the property?

No **Go to next person or question 9**

Yes **↓ What is the floor area of the self-contained part of property?**

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres ²)
<input type="text" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?

Person 3

Full name of renter or boarder _____

Date of birth / / _____

Phone number () _____

Email address _____

Do they pay you rent or board? Rent Board

How much do they pay? \$ _____ How often? _____

When did they start paying? / / _____

Does this person live in a self-contained part of the property?

No **Go to next person or question 9**

Yes **↓ What is the floor area of the self-contained part of property?**

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres ²)
<input type="text" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?

Person 4

Full name of renter or boarder _____

Date of birth / / _____

Phone number () _____

Email address _____

Do they pay you rent or board? Rent Board

How much do they pay? \$ _____ How often? _____

When did they start paying? / / _____

Does this person live in a self-contained part of the property?

No **Go to question 9**

Yes **↓ What is the floor area of the self-contained part of property?**

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres ²)
<input type="text" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?

ATTACHMENT FOR Q8:

If more than 4 other people live at your address, please write these details about each one on a separate sheet of paper, and bring them with this application form.

Tell us about your relationship status

9

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

[Go to question 14](#)

Yes

10

What is your partner's full name?

11

What is your partner's date of birth?

Day Month Year

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

12

What is your relationship status with your partner?

↓ **Tick one of the following boxes**

Married

In a civil union

In a relationship

13

What is your partner's address?

Flat/House number Street name

Suburb

Town/City

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?

14

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 boarders or flatmates No Yes Jointly with partner
- Child Support payments (private arrangement or through Inland Revenue) 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 Q14:
Bring a copy of your business accounts.

INFORMATION FOR Q14:
In this application form, 'partner' means the person you're married to or in a civil union or relationship with, not a business partner.

15

Did you answer 'yes' or 'jointly with partner' to any of the sources of income listed in question 14?

No Yes

↓ If yes, tell us the total before-tax amounts, for the last 52 weeks

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

ATTACHMENT FOR Q15:
You need to show us proof of income you've received in the last 52 weeks.

HOW TO ANSWER Q16:

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

16

Did you get other types of payment apart from money in the last 52 weeks?

No Yes

↓ If yes, tell us about the type of payment and its value

Type of payment	Where did it come from?	Its value
		\$
		\$
		\$

HOW TO ANSWER Q17:

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 6.

17

Do you expect to get income or other payments in the next 52 weeks?

No Yes

↓ If yes, 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	Your partner	Jointly with partner	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

18

Do you run your own business?

No **Go to question 21** Yes

INFORMATION FOR Q19:

For example a room you use as an office.

19

Do you claim back part of the home you live in as a business expense from Inland Revenue at the end of each tax year?

No **Go to question 21** Yes

HOW TO ANSWER Q20:

If you don't know the exact amount please estimate it, based on the percentage of your home used for the business. Talk with us if you're not sure.

20

What is the amount you claim back from Inland Revenue?

\$

Other rent payments

HOW TO ANSWER Q21:

For example:

- a person pays you to use your garage to park their car in each week
- an organisation rents a bedroom they use as an office.

21

Do you rent out some of your residence (not used for accommodation purposes) to another person or organisation?

No **Go to question 26** Yes

22

What is the space they rent?

23

What is the floor area of the space they use?

Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres ²)
<input type="text"/>	×	<input type="text"/>	=	<input type="text"/>

24

What is the total floor area of the whole property?

metres²

25

How much do they pay you?

Amount	How often (eg weekly)?	Start date of payment
\$ <input type="text"/>	<input type="text"/>	/ / <input type="text"/>

Are you involved in a trust?

26

Are you involved in a trust, or have you ever been involved in a trust?

ATTACHMENT FOR Q26:

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

'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



If yes, please write the name of the trust

Name of trust

Tell us about your assets

27

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

ATTACHMENT FOR Q27:

You may be asked to provide proof of your assets and their value.

Money in bank or other savings

No

Yes

Bonds, shares, debentures or stocks

No

Yes

Money lent to other people or organisations

No

Yes

Other cash assets

No

Yes

28

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 Q29:

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

29

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

ATTACHMENT FOR Q30:

You may be asked to provide proof of these details.

30

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

31

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

No Yes

32

Do you pay rent?

No Yes [Go to question 36](#)

33

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

\$

34

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

\$

35

Do you pay water rates separately from your rent?

No Yes [If yes, tell us how much you pay](#)

\$ How often?

[Go to question 38](#)

36

Do you pay board?

No Yes [Go to question 39](#) [If yes, tell us what costs your board includes](#)

37

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

\$

38

Tell us about the person or organisation you pay rent or board to:

Person's or organisation's full name

Person's or organisation's contact details

Address	
---------	--

Phone number	()
--------------	--------

Email	
-------	--

If paid to a person, what is their date of birth (if known)?

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

INFORMATION FOR Q32:

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

ATTACHMENT FOR Q34:

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

ATTACHMENT FOR Q35:

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

INFORMATION FOR Q36:

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

ATTACHMENT FOR Q37:

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

Tell us about home ownership costs

39

Do you own the home you live in?

No

[Go to question 42](#)

Yes

40

What are your home ownership costs?

HOW TO ANSWER Q40:

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.

ATTACHMENT FOR Q40:

You'll need to show proof of 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		\$	

41

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

Storage costs

42

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

No

[Go to question 46](#)

Yes

ATTACHMENT FOR Q42:

You may need to show proof of your storage costs.

43

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

Name

Contact details

Address	
Phone number	()
Email	

44

How much do you pay?

Amount

How often (eg weekly)

Childcare costs

45

INFORMATION FOR Q45:
We're able to help with your essential childcare costs only while you attend a residential programme.

ATTACHMENT FOR Q45:
Please provide proof of these costs.

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

No

Yes



If 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)
		\$	
		\$	
		\$	

Tell us about other essential costs

46

INFORMATION FOR Q46:
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 Q46:
You'll need to show proof of these

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

No

Yes



If yes, please provide the details below.

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

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.

Tell us about the reasons for the costs

47

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

48

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



If yes, please explain the outcomes below

Service provider to complete

Your service provider needs to complete the next section.

You need to read pages 13 and 14, then sign page 14.

Service provider's information

49

What is the full name of your residential facility?

50

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

No Yes

51

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 **If yes, we may ask for proof**

52

When does the client's programme start?

Day Month Year

53

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

Day Month Year



How we protect your privacy



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Collecting your information

We collect your personal information, so we can provide income support, NZ Super or Veteran's Pension, Student Allowance, or Loans and connect you with employment, education and housing services. We do this under various Acts, which are all listed on our website at workandincome.govt.nz/privacy

- To help us do this, we collect information about your identity, your relevant history, and your eligibility for our services.
- We get this information directly from you, and we sometimes collect information about you from others, including other government agencies.
- You can choose not to give us your personal information, but we might not be able to help you if you don't.

Using your information

We use the information you give us to make decisions about the best way to help you.

- These decisions may be about:
 - whether you're eligible for our services
 - running our operations and ensuring our services are effective
 - the services we'll provide in the future.

Sharing your information

Sometimes, we need to share your information outside our Ministry to reach our goal of helping New Zealanders to be safe, strong, and independent.

- To do this, we may share your information with:
 - prospective employers to help you find work
 - contracted service providers that help us to help you
 - health providers if we need your medical information to assess your eligibility
 - other government agencies when we have an agreement with them
 - some other governments if you may be eligible to get or are getting an overseas pension.
- We also share personal information when the law says we have to.

Respecting you and your information

We make sure we follow the Privacy Act to do what's right when we use your information.

- We treat you and your information with respect, by acting responsibly and being ethical.
- We make sure any technology we use meets strict security standards so it keeps your information safe.

Get in touch if you have a question

You have a right to ask to see your personal information, and to ask for it to be corrected if it's wrong.

- If you have a question or a complaint, please get in touch.
- You can find full details about what we do with personal information in our privacy notice at: workandincome.govt.nz/privacy

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 any board or rent payments you get
- 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.

I understand what you do with my personal information and how you protect my privacy.

The information I've given you is true and complete.

Applicant's name (print)

Applicant's signature

Day

Month

Year

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

Applicant's partner's name (print)

Applicant's partner's signature

Day

Month

Year

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