

Re-application (within 52 weeks) form



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

Why not re-apply online using MyMSD?

If you need more information go to workandincome.govt.nz or call us on **0800 559 009**.

myMSD

Apply online instead
It's quicker and easier

my.msd.govt.nz

Tell us about yourself

Client number

Write your client number here.

It's on your Community Services Card.

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

HOW TO ANSWER Q3:

If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

4

Is your mailing address different from where you live?

No Yes

HOW TO ANSWER Q4:

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

5

How else can we contact you?

Tick the best way for us to first contact you

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

HOW TO ANSWER Q5:

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

6

Do you agree to get emails from us?

No Yes

I don't have an email address

Tell us about the people in your household

Tell us about who you live with

7

What other people live at your residence? (Tick all that apply)

- I live 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

INFORMATION FOR Q7:
If the people you live with get a benefit or pension from us, we'll match your information with theirs, and we may need to contact them.

ATTACHMENT FOR Q7:
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.

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 you live with, listed in Q7 above, 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? <input type="checkbox"/> Rent <input type="checkbox"/> 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?			
<input type="checkbox"/> No Go to next person or question 9			
<input type="checkbox"/> 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)	Floor area (in metres ²)
<input type="text"/>	×	<input type="text"/>	= <input type="text"/>
What is the total floor area of the whole property?			<input type="text"/> metres ²

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

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.

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?

Tell us about your dependent children

9

Do you have dependent children in your care?

 No

Go to question 10

 Yes

↓ If yes, please provide details below

Child 1

Full name

Day

Date of birth

Month

Year

Relationship to you

Parent 1: Full name

Parent 2: Full name

Child 2

Full name

Day

Date of birth

Month

Year

Relationship to you

Parent 1: Full name

Parent 2: Full name

Child 3

Full name

Day

Date of birth

Month

Year

Relationship to you

Parent 1: Full name

Parent 2: Full name

Child 4

Full name

Day

Date of birth

Month

Year

Relationship to you

Parent 1: Full name

Parent 2: Full name

HOW TO ANSWER Q9:

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.

ATTACHMENT FOR Q9:

Bring the birth certificate for each dependent child.

Tell us about other children that were dependent on you

10

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

 No

 Yes

↓ If yes, please list their details below

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

Tell us about your relationship status

HOW TO ANSWER Q11:

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 15.

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.

11

Do you understand our definition of a relationship?

I understand the definition of a relationship for benefit purposes

12

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 15](#) Yes

13

What is your partner's full name?

14

What is your partner's date of birth?

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

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.

Tell us about your current work

15

Have you worked in the last 52 weeks?

No [Go to question 21](#) Yes

16

Are you working?

No [Go to question 21](#) Yes

HOW TO ANSWER Q17:

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

17

How many hours a week do you work?

hours It varies

↓ Please describe the work you do

Full-time Part-time Casual
 Seasonal Self-employed Voluntary

INFORMATION FOR Q17:

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

For each job include the information asked for in questions 17, 19 and 20.

18

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

No Yes **↓ If yes, please tell us how much you pay**
 \$ Weekly Fortnightly Monthly

19

Who are you working for?

Employer's name

Employer's contact details

Address	<input type="text"/>
Phone number	(<input type="text"/>) <input type="text"/>
Email	<input type="text"/>

HOW TO ANSWER Q20:

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).

20

How much are you paid each week?

	Type of payment (include goods or services)	Amount before tax	Amount after tax
1.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Tell us about your income and assets

Tell us about your income

21

Did you 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 Q21:
Bring a copy of your business accounts.

INFORMATION FOR Q21:
In this application 'partner' means the person you're married to or in a civil union or relationship with, not a business partner.

22

Did you answer 'yes' or 'jointly with partner' to any of the sources of income listed in question 21?

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	Partner	Jointly with partner
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

ATTACHMENT FOR Q22:
You need to show us proof of income you get.

HOW TO ANSWER Q23:

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

23

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

HOW TO ANSWER Q24:

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 7.

24

Do you or your partner 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

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?
	\$	
	\$	
	\$	

25

Do you run your own business?

No **Go to question 28** Yes

INFORMATION FOR Q26:

For example a room you use as an office.

26

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 28** Yes

HOW TO ANSWER Q27:

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.

27

What is the amount you claim back from Inland Revenue?

\$

Other rent payments

28

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

No

[Go to question 33](#)

Yes

HOW TO ANSWER Q28:

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.

29

What is the space they rent?

30

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 metres²)

×

=

31

What is the total floor area of the whole property?

 metres²

32

How much do they pay you?

Amount

How often (eg weekly)?

Start date of
payment

\$

/ /

Are you involved with a trust?

33

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

'Involved' means one or more of the following:

- you've set up a trust, usually by making a gift of assets or property
- you've transferred assets to a trust
- you make decisions about managing a trust
- you benefit from a trust, for example, by receiving income such as trust distributions.

No

Yes



If yes, please write the name of the trust

Name of trust

ATTACHMENT FOR Q33:

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

Tell us about your assets

34

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

- 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

35

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

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

36

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

37

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

ATTACHMENT FOR Q34:
You may be asked to provide proof of your assets and their value.

HOW TO ANSWER Q36:
Examples of property you don't live in include land, holiday home, bach/crib, investment property.

ATTACHMENT FOR Q37:
You may be asked to provide proof of these details.

Tell us about your accommodation

Tell us about your accommodation costs

38

Do you get board or rent payments from another person?

No

Yes



If yes, we need you to tell us about your accommodation costs using the following questions

39

Do you get an Accommodation Supplement ? (tick which applies)

No, but I get board or rent payments from others

Go to question 40

No

Go to your obligations on page 12

Yes

HOW TO ANSWER Q40:

40

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 Q40:

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

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

What are your accommodation costs?

	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		\$	

INFORMATION FOR Q41:

41

If your landlord gets a benefit or pension from us, we may need to contact them. We need this information so we can correctly identify them.

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

I don't pay rent or board.

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

42

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

No

Yes

Amount

Rating year 1 July

to 30 June



What you need to do (your obligations)



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

When you're getting payments from us, there are some things you need to do to make sure you're getting paid the right amount. So does your partner, if you have one.

If you don't do these things, we could pay you the wrong amount. It could also mean we have to reduce or stop your payments. We don't want you to miss out on money you need so please read these carefully.



i A **job** could be part-time, casual or full-time, paid or unpaid.

Let us know when things change

You need to let us know about changes that might affect the amount you're paid.

Changes to your income or availability for work, like:

- starting, stopping or changing jobs
- starting or finishing part-time or full-time study
- changes to any board and 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 (if you have one)
- the number of children in your care, including having another baby.

Changes to where you live or how much it costs, like a rise or drop in your rent, board, mortgage or rates.

We also need to know if you:

- go into or come out of hospital
- are being held in custody or on remand.

If we have the wrong information we could pay you the wrong amount. If we pay you too much you might have to pay us back.



i We can't pay you while you're out of New Zealand unless we've agreed to it.

Tell us if you're going overseas

If you're travelling overseas, you need to let us know.

You need to let us know before you leave New Zealand. If there's a good reason you can't, then you need to let us know as soon as you can.



① **Full-time work** means work of at least 30 hours a week.

Part-time work for people getting Sole Parent Support or for spartners with children means work of more than 20 hours and less than 30 hours a week.

Part-time work for people with a health condition means work of more than 15 hours and less than 30 hours a week.

Health condition includes illness, disability, or injury.

① **Getting ready to work** might include job training courses, seminars, work experience, or work assessment.

① **A suitable job** is any work you're capable of doing and can get to. Work could be full-time, part-time or temporary work, or work that is seasonal or subsidised.

Look for work

Generally, if you get Jobseeker Support you need to look for full-time work if you're not caring for children under the age of 14.

If you get Jobseeker Support you'll need to look for part-time work if your health condition means you can work part-time.

Your partner (if you have one) or people getting Sole Parent Support need to look for part-time work if the youngest child in your care is between 3 and 13.

You need to:

- do things we ask you to do to help you get ready to work
- be available for a suitable job, and do everything you can to get one
- take part in job interviews we ask you to go to
- accept any suitable job offer.

If potential employers or training providers are legally allowed to ask you to take a drug test, you need to pass the test.

You also need to:

- meet with us when we ask
- keep us up-to-date with what you're doing to find work.



① **Health condition** includes illness, disability, or injury.

① **Getting ready to work** might include job training courses, seminars, work experience, or work assessment.

Do what you can to get ready to work

You'll need to do what you can to get ready to work while you have:

- **children in your care aged under 3**
- **a health condition that stops you from working 15 or more hours a week.**

We won't ask you to look for work until you're able to. Until then, you need to:

- make a plan and do everything you can to get ready to work
- meet with us when we ask.



Keep up-to-date with children's health and education

Looking after children in your care includes making sure they're:

- **enrolled with a health practitioner or medical centre**
- **up-to-date with core Well Child/Tamariki Ora checks**
- **enrolled in and going to early childhood education from the age of 3 until they start school**
- **going to school from when they start at the age of 5 or 6.**

If we ask, you'll need to talk to us about what you're doing to care for your children's health and education.



Work with a Youth Coach, if you're asked to

You'll need to work with a Youth Coach if you're:

- aged 16-17 and don't have children
- aged 16-19 and have children.

You'll meet with them to talk about how things are going with your Youth Service Plan.

i You'll set up a Youth Service Plan with your coach to cover:

- education, training and work-based learning
- budgeting and how you'll manage your money
- parenting (if you have children).



Make any changes you can so you don't need Temporary Additional Support

Temporary Additional Support (TAS) is short-term help to meet your costs.

If you get TAS you need to do what you can to:

- reduce costs
- earn extra money
- get other help with costs.

i You can find ideas on how to do this at msd.govt.nz/reducing-costs

What can happen if you don't meet your obligations

You need to do the things listed above to keep getting payments from us. So does your partner, if you have one.

If you don't do these things your payments may go down or stop. In some cases you could even be prosecuted.



Your payments can go down or stop if you:

- don't tell us something we need to know
- don't do something we asked you to do to look for work
- refuse an offer of suitable work
- are not doing what you need to do to get ready for work
- refuse to take, or fail a drug test needed by an employer or training provider.

i You can find full details about what can happen if you don't meet your obligations at msd.govt.nz/not-meeting-your-obligations

Your rights

You have the right to ask us to review any decision we make about your payments.



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



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

Signature page

Office copy

Applicant

I have answered all the questions that apply to me and my situation.

I understand the things I need to do while I'm getting payments.

I will do what I need to do to meet my obligations.

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

The information I have 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

I have answered all the questions that apply to me and my situation.

I understand the things I need to do while I'm getting payments.

I will do what I need to do to meet my obligations.

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

The information I have given you is true and complete.

Applicant's partner's name (print)

Applicant's partner's signature

Day

Month

Year

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

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.