

# Transition to Work Grant applicant form



MINISTRY OF SOCIAL  
DEVELOPMENT  
TE MANATŪ WHAKAHIATO ORA

The Transition to Work Grant can help with costs to get you into work. It can help pay for:

- interview costs, like clothing or transport
- things you need to start work, like clothing or tools.

It may also help with living costs until you get your first pay.

You can also see what extra help you might get by going to our online eligibility guide, *Check what you might get*. It helps you find out the ways we can help you and your family, and how to apply.

Go to [check.msd.govt.nz](https://check.msd.govt.nz)

## What you need to bring

### Proof of who you are:

For you      For your partner  
(if you have one)

**If you were born in New Zealand**, bring one type of official identification that has your full legal name and your date of birth (for example, your birth certificate, passport, driver licence, firearms licence, deed poll).

**If you were born overseas**, bring proof that you have a right to live in New Zealand (for example, a citizenship certificate, a New Zealand passport, a passport from another country with residence class visa or proof of permanent residence).

**If your name has changed**, bring your marriage certificate, deed poll, or other proof of the name change.

**All people applying** need to bring **two** more documents that help to prove who you are (for example, a marriage certificate, bank statement, phone or power account, driver licence).

Depending on your answers, you may also need to bring:

• proof of your accommodation costs

• proof of your income

• proof of your assets and their value.

**If you're using identification that has expired, it must not be more than two years past the expiry date.**

# Transition to Work Grant application



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Write your client number here. This number can be found on your Community Services Card if you have one.

Client number

## Tell us about you

**ATTACHMENT FOR Q1:**  
Bring proof of who you are.

**HOW TO ANSWER Q3:**  
If you live in a rural area, flat/house number could include your RAPID number, fire number, emergency services number.

**HOW TO ANSWER Q4:**  
Mailing address can include a PO Box, rural delivery details, or C/O address.

**HOW TO ANSWER Q5:**  
Please only give us contact details you'd like us to use.

**HOW TO ANSWER Q7:**  
By 'partner' we mean someone you are in a relationship with.

### 1 What is your full name?

First and middle names

Surname or family name

### 2 What date were you born?

Day Month Year

### 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

### 5 How else can we contact you?

Tick the best way for us to first contact you

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

### 6 Do you have dependent children in your care?

No  Yes

### 7 Do you have a partner?

No  Yes

## Tell us about who you live with

8

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

- I live alone [Go to question 10](#)
- My partner and/or dependent children [Go to question 10](#)
- The people listed below (don't list your partner or dependent children)

First name	Surname or family name	Relationship to you

**INFORMATION FOR Q8:**  
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 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.

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.

9

### Do any of the people you live with, listed in Q8 above, pay you board or rent?

- No [Go to question 10](#)       Yes [If yes, please provide details below](#)

**HOW TO ANSWER Q9:**  
'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 Q9:**  
The floor area for the whole home can be found by looking up the address on [qv.co.nz](http://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	<a href="#">Go to next person or question 10</a>			
<input type="checkbox"/> Yes	<a href="#">What is the floor area of the self-contained part of property?</a>			
Length of the space (in metres)	Multiply	Width of the space (in metres)	Equals	Floor area (in metres <sup>2</sup> )
<input type="text"/>	×	<input type="text"/>	=	<input type="text"/>
What is the total floor area of the whole property?				<input type="text"/> metres <sup>2</sup>

**HOW TO ANSWER Q9:**  
 '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 Q9:**  
 The floor area for the whole home can be found by looking up the address on [qv.co.nz](http://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 10**

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 <sup>2</sup> )
<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 10**

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 <sup>2</sup> )
<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 10**

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 <sup>2</sup> )
<input type="text" value="."/>	×	<input type="text" value="."/>	=	<input type="text" value="."/>

What is the total floor area of the whole property?   

**ATTACHMENT FOR Q9:**  
 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.

## Work search details

10

### What type of costs are you applying for?

Work search costs

[Go to question 11](#)

Work placement costs

[Go to question 16](#)

#### INFORMATION FOR Q10:

**Work Search** costs help you find work, like transport to a job interview, appropriate clothing, and tattoo removal in some cases.

**Work placement** costs can be things like work clothes, tools for the job.

#### INFORMATION FOR Q11:

You may need to provide proof of your job search activities.

11

### What are you doing to search for work?


#### ATTACHMENT FOR Q12:

Bring proof of your costs such as quotes or receipts.

12

### What are your work search costs?

Item	Your cost
	\$
	\$
	\$

13

### What kind of work are you applying for?


14

### Do you have a job interview arranged?

No  Yes

[If yes, please provide details below](#)

Employer's name

--

Employer's contact details

Address	
Phone number	(   )
Email	

#### INFORMATION FOR Q15:

Examples of essential costs include:

- transport
- interview clothes.

15

### Do you have any essential job interview costs?

No  Yes

[If yes, please tell us what costs you have](#)

Item	Your cost
	\$
	\$
	\$

#### ATTACHMENT FOR Q15:

Bring proof of your costs such as quotes or receipts.

## Starting work details

16

### What type of work are you starting?


17

**ATTACHMENT FOR Q17:**  
You may need to provide proof of the job you'll be starting.

### What are the details of the work you'll be starting?

Employer's name

--

Employer's contact details

Address	
Phone number	(     )
Email	

Start date

Day	Month	Year	Hours of work per week	Pay rate per hour
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

Date of first pay

Day	Month	Year	Amount before tax	Amount after tax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

18

**INFORMATION FOR Q18:**  
Examples of essential costs include:  
• transport  
• interview clothes.

### Do you have any essential starting work costs?

No     Yes    **↓ If yes, please tell us what costs you have**

Item	Your cost
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

19

**INFORMATION FOR Q19:**  
Bridging finance helps with living costs (like board, rent, food, power) until you get your first pay.

### Do you want to apply for bridging finance?

No     Yes    **↓ If yes, please provide details below**

Date	Amount
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>
<input type="text"/> / <input type="text"/> / <input type="text"/>	\$ <input type="text"/>

## Debt recovery suspension

20

**If you're paying a debt back to the Ministry of Social Development, we may be able to stop your repayments for 3 months.** Tick which option you'd prefer.

- I'll keep paying my debt back to MSD  
 I want to apply for the 3 month debt recovery suspension

## Tell us about income in the last 52 weeks?

21

### Do you or your partner get income from any of the following sources?

- 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 form, 'partner' means the person you're married to or in a civil union or relationship with, not a business partner.

**ATTACHMENT FOR Q22:**

You need to show us proof of income.

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	Your partner	Jointly with partner
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

**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

**Do you or your partner get other types of payment apart from money?**

No  Yes **↓ If yes, tell us about the type of payment and its value**

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

**INFORMATION FOR Q24:**

For example a room you use as an office.

24

**Do you run your own business?**

No **Go to question 27**  Yes

**HOW TO ANSWER Q25:**

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.

25

**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 27**  Yes

26

**What is the amount you claim back from Inland Revenue?**

\$

**Other rent payments**

**HOW TO ANSWER Q27:**

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.

27

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

No **Go to question 32**  Yes

28

**What is the space they rent?**

29

**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<sup>2</sup>)

     ×            =     

30

**What is the total floor area of the whole property?**

metres<sup>2</sup>

31

**How much do they pay you?**

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

**Are you involved in a trust?**

**ATTACHMENT FOR Q32:**

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

32

**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

## Tell us about your assets

33

**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

34

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

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

## Tell us about your accommodation

35

**Do you get board or rent payments from another person?**

- No  Yes

[Go to declaration](#)

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

36

**Do you pay rent?**

- No  Yes

[Go to question 41](#)

37

**Do you pay rent to Kāinga Ora or an approved community housing provider?**

- No  Yes

38

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

\$

39

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

\$

40

**Do you pay water rates separately from your rent?**

- No  Yes

**If yes, tell us how much you pay**

\$  How often

[Go to question 43](#)

41

**Do you pay board?**

- No  Yes

[Go to question 44](#)

**If yes, tell us what costs your board includes**

**ATTACHMENT FOR Q33:**  
You may be asked to provide proof of your assets and their value.

**INFORMATION FOR Q36:**  
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 Q39:**  
You'll need to show proof of what you pay for rent.

**ATTACHMENT FOR Q40:**  
You'll need to show proof of what you pay for water rates.

**HOW TO ANSWER Q41:**  
For example food, electricity, telephone.

**INFORMATION FOR Q41:**  
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 Q42:** **42**  
You'll need to show proof of what you pay for board.

**INFORMATION FOR Q43:** **43**  
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.

**HOW TO ANSWER Q45:** **45**  
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 Q45:**  
You'll need to show proof of your home ownership costs.

**ATTACHMENT FOR Q46:** **46**  
Bring receipts for any repair and maintenance costs.

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

\$

**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"/>

**44 Do you own the home you live in?**

No **Go to the Declaration**  Yes

**45 What are 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		\$	

**46 Did you have to pay for repairs and maintenance to your home in the last 12 months?**

No  Yes **→ If yes, please write the total amount** \$

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

No  Yes Amount \$  Rating year 1 July  20  
to 30 June  20

**Declaration**

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

**Extra Help:** You can also see what extra help you might get by going to our online eligibility guide *Check what you might get*. It helps you find out the ways we can help you and your family and how to apply. Go to **check.msd.govt.nz** or you can phone us on **0800 559 009**.



# How we protect your privacy



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## 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](https://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](https://workandincome.govt.nz/privacy)