

WINZ PAPERWORK PROCESS

Please follow the below guidelines for each type of WINZ paperwork.

1. Completing an APPLICATION (this is a green coloured booklet with 28 pages).

When you are applying for the OSCAR Subsidy, you will need to complete a full APPLICATION form. You have 20 days from when you made first contact with WINZ or from when your child/ren first attended MASH to have your paperwork submitted.

You are required to complete all sections of the Application EXCEPT the Childcare Service/OSCAR Programme Supervisors Form (pages 25 – 287) at the back of the application.

You will then need to take this into your nearest MASH site where the Site Manager will **initial and date the top, right hand corner** of page 5 which has your personal information. The Site Manager will then scan and email this page to the Regional Manager for completion.

Childcare Assistance applicant's form

MINISTRY OF SOCIAL DEVELOPMENT
TE HĀNATŪ WHAKAHĀTO ORA

In the applicant form, 'you', 'your', and 'yourself' means the person applying for Childcare Assistance.
If we say 'your partner' this only applies to you if you have one.

Tell us about yourself

If you've received a benefit or extra financial help from us before, write your client number here if you know it. This number can be found on your Community Services Card if you have one.

Client number

Tell us the names you've been known by

1 What is your full name?

Mr Mrs Ms Miss Other

First and middle names

Surname or family name

2 Is the name on your birth certificate the same as above?

No Yes

First and middle names

Surname or family name

3 Have you ever been known by any other name?

No Yes

1.

2.

4 What name would you like us to call you?

The name I wrote in Question 1 The name I wrote in Question 2

Other

WORK AND INCOME
TE HIRANGA TĀNGATA

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The Regional Manager will complete the Childcare Service/OSCAR Programme Supervisors Form based on your enrolment information and email this to you.

Please note – the Site Manager will NOT keep the Application, it will be handed back to you to submit to WINZ when you receive the Childcare Service/OSCAR Programme Supervisors via email.

You will then be responsible for submitting the full Application (including the Childcare Service/OSCAR Programme Supervisors Form) along with any supporting documentation required by WINZ.

APPLICATIONS CAN BE FOUND IN THE PROGRAMME DISPLAY BOARD AT ANY MASH SITE OR ON THE WINZ PAGE ON OUR WEBSITE.


2. Completing a DECLARATION

MASH can submit these to WINZ on your behalf as long as you have **completed ALL your areas and signed it.**

The **DECLARATION** can be in two different formats:

1. **Preformatted from WINZ** - this is a double sided or two paged document that is black and white. It is a preformatted document, sent to you via the Postal system and is addressed to you personally. It looks like this:

OSCAR Subsidy Declaration


Te Hiranga Tāngata
A service of the Ministry of Social Development

CLIENT NUMBER
[REDACTED]

ILAM
CHRISTCHURCH 8041

If this declaration is not returned by 14/12/2020 your Child Care subsidy will be suspended.

Holiday Child Care Arrangements

1. Will [REDACTED] be attending an approved school holiday programmes, or out of school centre during the holidays?

Yes Please have the Programme Administrator complete section 1 over the page. No Go to Question 3

2. Will you or your partner be continuing with your current employment during the holidays?

You Yes Provide details below No Go to Question 3

Your Partner Yes Provide details below No Go to Question 3

Next School Term Child Care

3. Are your child care arrangements next term going to be different from the current school term arrangement?

Yes Please have the Programme Administrator complete section 2 over the page. No Go to Question 4

4. Will you or your partner be continuing with your current employment?

You Yes Provide details below No Please sign the client statement

Your Partner Yes Provide details below No Please sign the client statement

If you have completed the front page, and signed it, then MASH can submit this straight to WINZ for you once we have completed our section. If you would prefer that we email it back to you, please let your Site Manager know.

The Site Manager will initial and date the top right corner of this form when you hand it to them and will inform you that we can submit it for you if you wish. The Site Manager will then scan both sides of the Declaration and email them to the Regional Manager for completion then return the original to you.

If you would prefer to submit the form yourself, then the Site Manager will let you know that we will email our section directly to WINZ and it will be your responsibility to submit the remainder of the form directly to WINZ. If you would like to request a copy of our part of the form please make this clear to the Site Manager at the time.

THE SITE MANAGER WILL NOT KEEP THE DECLARATION

- 3. **Not preformatted** – this is a template that you can fill in and looks like this:

OSCAR Subsidy Declaration

Work and Income
Te Hiranga Tangata
A service of the Ministry of Social Development

CLIENT NUMBER

Please read this before you start

If your children are going to continue to attend an OSCAR programme over the school holidays, you need to complete this form and return it to us before the child starts the holiday programme. Your OSCAR Subsidy will stop if the form isn't returned.

If your child is attending more than one programme during the holidays, we require separate details for each. Further forms are available from your local Work and Income Service Centre.

Please complete all questions.

Client details

1. **What is your name?**
First name(s) Surname or family name

Child details

2. **What is your child's name?**
First name(s) Surname or family name

3. **Are you receiving Child Disability Allowance for any of your children?**
 No
 Yes ▶ Please provide details of the children you are receiving this allowance for:

Child's name	Date of birth
<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"/>

School holiday childcare arrangements

4. **Will your child be attending an approved school holiday programme or out of school centre during the holidays?**
 No ▶ Go to Question 6
 Yes ▶ Please have the Programme Administrator complete the OSCAR Programme Supervisor Section

5. **Will you or your partner be continuing with your current employment during the holidays?**
 No ▶ Go to Question 6

If you have completed **pages 1 & 2** of the document and signed it, then MASH can submit this straight to WINZ for you once the Provider section has been completed by MASH.

The Site Manager will initial and date the top right corner, scan then email pages 1 & 2 to the Regional Manager and return the original to you.

THE SITE MANAGER WILL NOT KEEP THE DECLARATION

UNFORMATED DECLARATIONS CAN BE FOUND ON THE WINZ PAGE ON OUR WEBSITE.

4. Completing a CHANGE OF CIRCUMSTANCES

There are a number of reasons that a Change of Circumstances form may be needed which are all outlined on the form itself.

MASH can submit this to WINZ on your behalf as long as you have **completed ALL your areas**.

If you have completed your required areas of the form, and signed it, then MASH can submit this straight to WINZ for you once we have completed our section. If you would prefer that we email it back to you, please let your Site Manager know.

The Site Manager will initial and date the top right corner of this form when you hand it to them and will inform you that we can submit it for you if you wish. The Site Manager will then scan the Change of Circumstances Form, return the original to you and email this to the Regional Manager for completion and submission to WINZ.

THE SITE MANAGER WILL NOT KEEP THE CHANGE OF CIRCUMSTANCES FORM

THE CHANGE OF CIRCUMSTANCES FORM CAN BE FOUND ON THE WINZ PAGE ON OUR WEBSITE.