

Applying for Childcare or OSCAR assistance online

How do I start?

Log onto: www.workandincome.govt.nz

First time users will need to register and create a username and password by clicking on "create username"; alternatively go straight to Login

Click on My Account. Next steps.....

- apply for financial assistance
- Canterbury Clients applying for financial assistance
- Scroll to bottom of page and click on register/login

You will need to allow at least 20 minutes completing the online application.

N.B *** If there may be a delay with you completing and submitting your application, please phone the Work and Income Contact Centre at 0800 559 009. The date of your phone call becomes your verbal application date. You have 20 working days from this date to complete and submit your ON LINE APPLICATION and provide all the necessary information and identification.

Before you begin

You'll need the following information at hand. If you have a partner, they'll also need to answer some questions and have this information handy:

- IRD number (contact [Inland Revenue](#) if you don't have it)
- bank account numbers
- last pay slip (this will show your holiday pay)
- income details for the last 52 weeks
- details of your housing costs
- details of any assets you own which could earn income
- details of any debts that you have (including hire purchases).

Answer each question and then press Next to continue. You will be given frequent opportunities to check your answers and make any alterations necessary.

PLEASE NOTE:

In the '**REASON FOR APPLICATION**' box, it is helpful you include the name of the Childcare/OSCAR provider your child is attending. If you do not add this in, it may delay your application.

On completion submit your application.

You will be sent an email with a reference number confirming that your application has been received. You then need to forward this email to your childcare/Oscar provider as verification that you have lodged an application.

Your provider will then notify Work and Income with verification of your child's hours, fees and attendance.

What do I do next?

You will need to provide identification, which must be original documents or certified true copies, and payslips, study details and/or medical certificate (if applicable) to your nearest Work and Income Service Centre. These will be scanned and saved on to your record and given back to you.

If you have a partner you will also need to bring in the signed partner obligations form.

How do I know what identification to bring?

You must bring at least three forms of identification for yourself - one form of Identification must be two years old. The same applies for your partner if applicable.

If you were born in New Zealand

- at least one form of government issued documentation stating your full legal name and date of birth e.g. birth certificate, passport, driver licence, firearms licence, deed poll or

If you were born overseas

- proof of your lawful residence in New Zealand e.g. New Zealand passport, other country passport with residence class visa or residence permit, citizenship certificate

In addition, you will need

- two documents which supports the above e.g. marriage certificate, bank statement, phone or power account bill, driver licence
- full birth certificates for all dependent children

You do not need to make an appointment if your application is for Childcare or OSCAR Subsidy ONLY!