

Emergency Housing Special Needs Grant form



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

If you have nowhere to stay tonight or in the next seven nights, and have no other adequate housing options, we may be able to help with the cost of emergency housing, such as a motel or hostel.

If you've been in emergency housing more than seven nights, you'll need to pay 25% of your income towards your accommodation costs.

This also applies to your partner, if you have one.

What you need to do

INFORMATION:

A security deposit is generally equal to a maximum of seven nights' accommodation costs. It's for any loss or damage and you may need to pay us back.

There are some things you need to do if you're in or need emergency accommodation.

Follow the rules of stay set by the accommodation provider.

- Your emergency housing grant only covers the cost of your accommodation and any security deposit required. You are responsible for other charges such as phone, internet, laundry, car parking, meals, mini-bar and storage. You must pay these directly to the accommodation provider.
- You need to check out at the end of your stay. Any refund will be paid back to MSD by the accommodation provider.
- If you have to leave the accommodation because you've broken the rules of stay, you may not get further payments for emergency housing.
- You need to pay the accommodation provider the cost of any damage or loss caused by you or anyone with you. This may be covered by the security deposit. If you don't agree, you need to sort this out with the accommodation provider, not MSD.

After the first seven nights, you need to pay some of the costs of your accommodation.

- The amount you need to pay will be 25% of your and your partner's (if you have one) income, or the appropriate Jobseeker Support rate – whichever is the higher amount. If your income changes you need to tell us so we can change the amount you need to pay.
- If you get a benefit or other regular payments from us, we'll deduct the 25% from your payments unless there are special circumstances.
- If you don't get regular payments from us you need to organise payments from your bank account or wages.

You need to make a reasonable effort to find another longer-term place to live.

We'll talk with you about finding other housing. You'll need to:

- work with us to see if you qualify for public housing or other kinds of housing-related support
- go to appointments
- accept offers of housing that are adequate for your needs
- take other reasonable steps you've talked about with us.

If you don't do these things, or you turn down offers of adequate housing for no good reason, you may not get further payments for emergency housing, or you may need to pay them back.

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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 or SuperGold Card if you have one.

Client number

 | |

Tell us about you

1

What is your full name?

First and middle names

Surname or family name

2

What date were you born?

Day Month Year

3

What is your mailing address?

4

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 Q3:

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

HOW TO ANSWER Q4:

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

Tell us about where you've been living

5

What type of accommodation are you and your family currently in?

HOW TO ANSWER Q5:

Some examples are:

- staying with family or friends
- living in a car.

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Where have you and your family been living in the last three months?

Address you've stayed	Type of accommodation

ATTACHMENT FOR Q7:

You may need to provide proof of why you can't stay there.

7

What has led to your current housing situation?

- Tenancy ended Evicted Asked to leave
- Damage to the accommodation (such as fire, flood, etc)
- Other **↓ Please tell us the reason**

Finding other accommodation

8

What is making it difficult for you to find suitable accommodation?

Tick all that apply and provide more details.

- Credit history **→ What is your total debt** \$
- Tenancy Tribunal rulings against you
- Criminal history – I may not pass a Police check
- Police or Court bail conditions **↓ What are your conditions?**

There are more reasons on page 4 ...

Prison release or Court Sentence

↓ **What are your conditions?**

↓ **Who is your probation officer?**

Name	
Phone	()
Email	

Other safety concerns (eg family violence)

Health condition or disability (such as accessibility, mental health, addictions)

↓ **Please provide details**

Gang affiliations

↓ **Which gang are you affiliated with?**

Pets

↓ **Please tell us the type of animal and breed**

Cost of housing – affordability

Other

↓ **Please provide details**

9

What have you done to find suitable accommodation?

10

How many people do you need housing for?

11

What agencies are you or your family working with?

INFORMATION FOR PETS:

Depending on the availability of houses, pets may not be able to be accommodated.

Signature

I understand and agree to my responsibilities outlined on page 1, while I'm in emergency housing. This includes that I may be required to pay a security deposit if there is damage or loss caused during my stay.

If I don't meet my responsibilities I may not get any more payments for emergency housing, or I may have to pay the money back.

I understand that MSD may arrange to pay my emergency housing contribution directly from my benefit.

I consent to the Ministry of Social Development sharing my information with emergency housing suppliers to support me for the time I'm staying with them.

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

Date

Day Month Year

Applicant's partner's name (print)

Applicant's partner's signature

Date

Day Month Year



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

- 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