

ratonga taiohi pānui

what you need to know

Rāpare 19 Poutū-te-rangi 2026
Thursday 19 March 2026



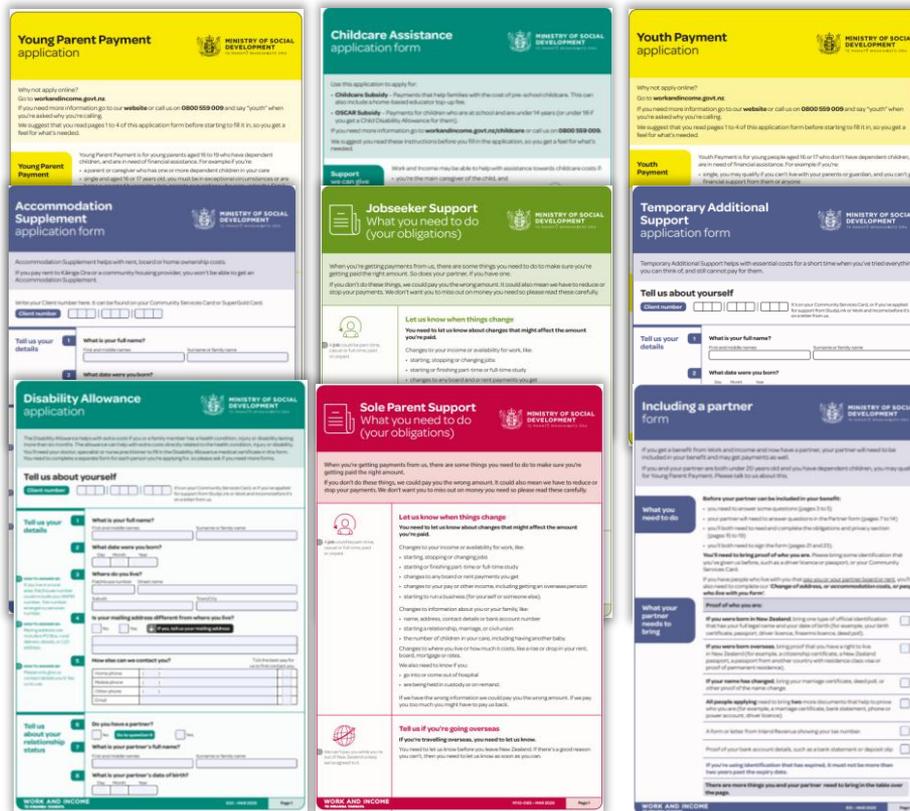
**Neurodiversity
Celebration
Week**
March 16 - 20, 2026

two ways to make sure you are using the correct forms

at the end of the month, yssu will start pushing back when you use out of date forms

1. Order printed forms to your office first
Ask your team leader to fill in the order form ([Order Form | Youth Service providers](#)) and email it to youthservice@govt.nz

2. Can't find a form on the order list?
Bookmark the links to where the forms are kept
Download a new one every time instead of relying on copied you've saved to your computer
[print forms | Work and Income](#)
[editable pdf forms | Youth Service providers](#)





make sure you up to date with your admin

service performance reporting is shared with msd senior leadership at the end of each quarter

Now is the time to check that our recording in ART is up to date. Make sure you've recorded:

- the contact you've had with taiohi within the last 30 days
- their goals and agreed actions in their Youth Service plan in the past 90 days
- their education status correctly – have you made an education activity for all taiohi in education? Are there any taiohi that you need to reconfirm that they're still in education?
- NCEA qualifications that have been achieved.

The screenshot displays the ART system interface. At the top, there are notifications for '06 March 2026 - Friday' and '26 February 2026 - Thursday', both indicating that client information has not been confirmed and needs to be updated within the next 10 days. Below the notifications is a form with several sections: 'Name', 'Coach', 'Enrolment checklist', 'Client ID', 'District', 'Administration checklist', 'Service', 'Milestone checklist', and 'Education Activity'. The 'Education Activity' section is highlighted with a yellow box, showing options like 'Education Activity In Progress', 'Education Activity Not In Progress', and 'Education Activity Requires Reconfirmation'. The 'Administration checklist' section also has a yellow box around it, showing options like 'Benefit Granted', 'Benefit Not Granted', 'Initial Youth Service Plan Incomplete', 'Initial Youth Service Plan Complete', 'Youth Service Plan Review Overdue', and 'Contact Overdue'.

National overdue admin actions as of 18 March

Contact overdue	403
Youth Service plan review overdue	468
Education Activity Requires Reconfirmation	272
Education Activity Not In Progress	3026

Quick tips

- You'll get notifications when you need to take an action in the next 10 days
- Use the Administration checklist and Milestone checklists to make sure you're up to date (ART > Clients > Current Enrolments)



easter changes to payments

when there are public holidays there are changes to young people's payments

If a young person's regular payment day falls on a public holiday, they'll be paid early – this includes payments onto payment cards for taiohi on Money Management. During Easter, only taiohi who are normally paid on a Tuesday will be affected.

Normal Payment Date	Revised Payment Date
Tues – 07/04/26	Fri – 03/04/26
Wed – 08/04/26	No Change
Thurs – 09/04/26	No Change

Taiohi will need to report any changes in MyMSD that will affect their payments (for example, wages or bank account details) on the week of 6 April by Wednesday 1 April.

Normal Extract Date	Revised Extract Date
Fri – 03/04/26	Wed – 01/04/26



Make sure taiohi understand that this is NOT an extra payment or a permanent change

Their payments will go back to their regular payment day the next week.



youth service
ratonga taiohi



MINISTRY OF SOCIAL
DEVELOPMENT
TE MANATŪ WHAKAHIATO ORA

upcoming drop-in sessions

drop-in to meet other youth coaches and learn about youth service

digital suite

Tuesday 24 March, 10am

Come learn about the digital suite program designed to equip young people with the skills they need to thrive in today's job market and secure employment opportunities.

In this session, we will discuss what you can do to prepare taiohi for employment.

Join the Teams meeting

induction for new coaches

Wednesday 1 April, 10am

In this drop-in session we'll cover:

- how legislation and policy determines how Youth Service operates
- the people and teams that help deliver Youth Service
- where to find information to help you in your role.

Join the Teams meeting

no drop-in sessions

31 March & 7 April, 10am

Due to the easter public holidays, there will be no drop-in sessions on 31 March & 7 April.

Have a hankering to learn? Check out our eLearning modules [index of lessons](#) | [Youth Service providers](#)



full drop-in schedule

[drop-in sessions](#) | [Youth Service providers](#)

realising the dreams and aspirations of youth

tau awhitia te taiohi, ka puta ki te wheiao

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