



youth service
ratonga taiohi

ratonga taiohi pānui

what you need to know

Rāpare 11 Hakihea 2025

Thursday 11 December 2025



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drop-in recap: summer prep

GCAP applications

Please contact young people receiving GCAP between the 1st and 21st of December each year to find out:

Will they return to education, training or work-based learning the following year?

Let them know:

GCAP can continue over the Christmas break if the client does intend to return to education and are subject to fees incurred at their childcare facility.

Apply for holding fee for holiday period to hold child's space in childcare



Emergency housing:

If a young person requires emergency housing during the holiday period

Young people must still:

Engage with you take proactive steps to find accommodation continue to meet their responsibilities of staying in emergency housing

Future planning:

Update the youth service plan before the end of the year

Taiohi who have finished their course and staying in YS until April- what's the plan?



Reports: FACE, Needs and Activities, Service Performance report



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payments over the christmas period



some young people will be paid early, make sure they know how it works

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.

Check out the table to see the revised payment dates.



Christmas week	
Expected payment date	Revised payment date
Tues – 23/12/2025	No change
Wed – 24/12/2025	No change
Thurs – 25/12/2025	Wed – 24/12/2025
New Years week	
Expected payment date	Revised payment date
Tues – 30/12/2025	No change
Wed – 31/12/2025	No change
Thurs – 01/01/2026	Wed – 31/12/2025

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

Their payment will go back to their regular payment after the Christmas and New Year public holidays.



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obligations and sanctions over the holiday period

young people who do not meet their activity obligations during this period can't be sanctioned

From 25 December 2025 to 15 January 2026 there is a grace period for obligations.

Obligation failures can still be initiated during this time, but the 12 working days between these dates are not counted in determining when a reduction or suspension should be imposed.

Sanctions cannot be imposed during this period. You should still be in contact with taiohi during this period.

Continue to meet with young people as needed.



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is your art admin up to date?



if it's not in art, did it even happen?

If your admin in ART is not up to date, now is the time to change that. We need accurate data in ART so that we can prove Youth Service is effective and helps young people to [reach positive outcomes](#).

So please, make sure that young people's ART profiles are up to date. Check:

- ☐ the Administration and Milestone checklist is all green (if not, why not?)
- ☐ all notes are attached to the relevant Need/Activity
- ☐ NCEA, Driver Licence, and Well-Child statuses are accurate

At the end of December, we pull the quarterly reporting, so make sure everything is up to date – especially if you're taking time off this holiday season.



Tips and tricks

Admin users can request FACE, Needs and Activities reports by emailing national_youthservice@govt.nz



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studying next year? apply for studylink

if your taiohi are planning on studying make sure they apply before 16 december

Are you or your taiohi planning to study next year? Now is the time to start thinking about applying for a student allowance or loan.

You can really help your taiohi out by helping them to get their application in as early as possible – the later they leave it, the longer it takes for approval which can be a bit frightening.

Remember to investigate scholarships with young people going into study.

To apply or find out more visit
www.studylink.govt.nz



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drop-in sessions in the new year

check out the drop-in schedule for the first quarter in 2025



The online drop-in session will be back in 2026!

The sessions will be held every Tuesday at 10am.

Each week we focus on a different aspect of Youth Service. The sessions allow youth coaches across the motu to connect with each other, build whanaungatanga, and learn about things that will help serve taiohi.

Check out the schedule for the first quarter – see you in the sessions next year!

Tuesday 27 January	keeping ourselves well
Wednesday 4 February	induction for new youth coaches
Tuesday 10 February	youth plan and education outcomes
Tuesday 17 February	yssu – applications
Tuesday 24 February	face and supplementary assistance/payments
Tuesday 3 March	service performance
Wednesday 4 March	induction for new youth coaches
Tuesday 10 March	limited service volunteers (lsv)
Tuesday 17 March	housing spotlight – social housing assessment
Tuesday 24 March	employment spotlight – digital suite free to use

Check out the full schedule here:

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



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realising the dreams and aspirations of youth

tau awhitia te taiohi, ka puta ki te wheiao

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