



WINZ OSCAR SUBSIDY GUIDELINE

Which form to use? What are my responsibilities?

More information & forms available to download here <https://www.play-time.co.nz/winzsusidyinfo>

OSCAR Subsidy is a payment that helps families with costs of:

before & after school care
for up to 20 hours a week per child

holiday programmes
for up to 50 hours a week per child

Even if you're a WINZ Subsidy applicant, you're still responsible for the Play Time account.*

THE PROCESS ...



THE FORMS ...

CHILDCARE APPLICATION



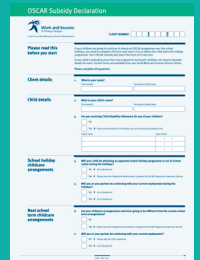
Use this form if:

- you've never applied for WINZ
- you haven't had a subsidy in the past 6 months
- your Reviews & Verifications are not up to date.

Let Winz know you intend to apply for an OSCAR Subsidy.

Winz usually takes about 4 weeks to process an Application.

DECLARATION FORM



This form is required 4 x per year - every Holiday / next Term.

Use this form if :

- you've received an OSCAR subsidy in the last 6 months
 - your Annual Review & Verification is up to date
- Winz usually takes about 3 weeks to process a Declaration

Play Time must complete the Provider part of the form with your booking details (dates/hours/fee) as Winz needs this info.

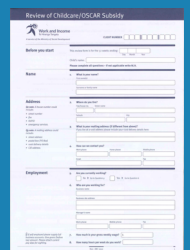
CHANGE OF CIRCUMSTANCES FORM



Use this form if you have made changes to your booking - eg:

- you have added days to your booking
- you have reduced your booking
- you are changing from a different provider

ANNUAL REVIEW & VERIFICATION FORMS



Once a year you'll need to complete an Annual Review & a Verification (which Play Time needs to complete). If this form is not submitted, the subsidy is suspended. Winz send you a reminder that this form is due via your myMSD.



WINZ SUBSIDY INFORMATION

1. Full payment is due prior to attendance unless winz forms have already been processed and the weekly subsidy has been confirmed, then just the Parent Portion must be paid by Invoice Due Date.
2. Any amount that winz backpay that leaves your account in credit may be refunded to you. It is important to submit forms early to give winz time to process them.
3. Even if you're a WINZ applicant, you're still responsible for the Play Time account.
4. Term care: you will receive weekly invoices for the following week's bookings (these won't reflect the WINZ subsidy because WINZ pays in arrears) - statements will reflect the OSCAR Subsidy.
5. Holiday care: you will receive an invoice for the full booking. Payment is due prior to attendance by the Due Date on the invoice.
6. WINZ pay in arrears, but your Parent Portion is required to be paid by the Due Date in advance.
7. You are responsible for ensuring your forms are submitted to WINZ, including COC forms if adding more bookings.
8. You are responsible for ensuring your Annual Reviews and Declarations are up-to-date with WINZ.
9. You are responsible for checking your MyMSD account to see if WINZ require more information to process your forms.
10. Any erroneous overpayment from WINZ to your account is refunded back to WINZ from your account.

What is the process?	<ol style="list-style-type: none"> 1. Let winz know that you intend to use OSCAR care. 2. Make your booking. Play Time can only complete the Provider forms if your booking has been made. 3. Fill in your part of the correct winz form (see below if you're not sure which form to use) 4. Send to us **(see below) or let us know you would like to submit the forms and we will get the Provider Portion back to you. 5. Every new Holiday/Next Term you will need to complete a new form. Once a year you will need to complete an Annual Review and Verification 									
Where can I get WINZ forms?	Forms can be collected from Play Time. Play Time can email you forms. Download forms from Play Time's website http://www.play-time.co.nz/parent-info									
What do I do with the forms once I've filled in my bit?	Scan or photograph and email them to admin@play-time.co.nz – this is the quickest. Hand them to one of the PlayTime staff - <i>let Thurla know this has been done.</i> Post forms in the Playtime postbox if there is one at your centre - <i>let Thurla know this has been done.</i>									
Which form should I use?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">If you've never applied for WINZ or haven't had a subsidy for 6 months, or your Reviews & Verifications are not up to date</td> <td style="text-align: right; padding: 5px;">Form to use →</td> <td style="padding: 5px;">Childcare Assistance Application Form</td> </tr> <tr> <td style="padding: 5px;">If you've received an OSCAR subsidy in the last 6 months, and your Reviews & Verifications are up to date</td> <td style="text-align: right; padding: 5px;">Form to use →</td> <td style="padding: 5px;">OSCAR Subsidy Declaration Form</td> </tr> <tr> <td style="padding: 5px;">Currently receiving an OSCAR subsidy and need to change the number of days your child is in care or add a Teacher Only Day? Changing from a different provider?</td> <td style="text-align: right; padding: 5px;">Form to use →</td> <td style="padding: 5px;">Change of Circumstances Form</td> </tr> </table> <p style="font-size: small; color: white;">** Get the forms back to us: See above ORANGE box for how to do this. Play Time is permitted to submit the forms on your behalf, as long as all your documentation (eg. birth certificates) is with winz.</p>	If you've never applied for WINZ or haven't had a subsidy for 6 months, or your Reviews & Verifications are not up to date	Form to use →	Childcare Assistance Application Form	If you've received an OSCAR subsidy in the last 6 months, and your Reviews & Verifications are up to date	Form to use →	OSCAR Subsidy Declaration Form	Currently receiving an OSCAR subsidy and need to change the number of days your child is in care or add a Teacher Only Day? Changing from a different provider?	Form to use →	Change of Circumstances Form
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How do I know what WINZ will pay?	You need to get this information from WINZ because it's related to your circumstances. Here is a link to the thresholds http://www.play-time.co.nz/files/ugd/a339b8_a2233ff720bf4a7e831049370c89e8f0.pdf or a link to Winz website "check what you can get" page https://check.msd.govt.nz/ Once you've applied for the subsidy, WINZ will send you via your myMSD what the subsidy payment will be – this will determine the Parent Portion. Or you can send this info to us so we can work out the Parent Portion for you. Or once WINZ start the subsidy, we will know what it is, then we can tell you what your weekly portion will be.									
I've got more questions about WINZ, who can I speak to?	Call Thurla 021 1919 222, or txt Thurla and she will call you back 😊 You can also email any queries to Thurla on admin@play-time.co.nz									
I want to hand my forms in to WINZ. I don't want you to do it.	That's okay. Either: -Let Thurla know which form you need (see above), and she will get a form ready for you with our bit completed. 😊 -Once you have submitted your part of the forms to winz, let Thurla know and Play Time can									