



## WINZ SUBSIDY INFORMATION

1. If you are a WINZ applicant, you are still responsible for the Play Time account. You will receive weekly invoices on a Wednesday for the following week's bookings, and weekly statements at the beginning of each week, which will reflect any OSCAR Subsidy payments.
2. WINZ pay in arrears, but any parent portion is required prior to attendance (before attendance).
3. You are responsible for ensuring your forms are submitted to WINZ.
4. You are responsible for ensuring your Annual Reviews and Declarations are up-to-date with WINZ.
5. You are responsible for checking your MyMSD account to see if WINZ require more information to process your forms.
6. Any erroneous overpayment from WINZ to your account is refunded back to WINZ from your account.
7. Full term booking sibling discounts apply only on the parent portion.

### **PAYMENT TERMS FOR NEW CUSTOMERS INTENDING TO APPLY FOR WINZ:**

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 prior to attendance. Any amount that winz backpay that leaves your account in credit may be refunded to you.

It is important therefore that your winz forms are submitted early to give winz time to process them.

<p><b>Where can I get WINZ forms?</b></p>	<p>Forms can be collected from Play Time. Play Time can email you forms. Forms can be downloaded from Play Time's website</p>
<p><b>What do I do with the forms once I've filled in my bit?</b></p>	<p><b>Post</b> them in the Playtime postbox if there is one at your centre, <i>and let Thurla know this has been done.</i> Hand them to one of the PlayTime staff, <i>and let Thurla know this has been done.</i> <b>Scan or photograph</b> and email them to <a href="mailto:admin@play-time.co.nz">admin@play-time.co.nz</a> – this is the quickest.</p>
<p><b>Which form should I use?</b></p>	<p>If you've never applied for WINZ or haven't had a subsidy for 6 months – use the <u><a href="#">Childcare Assistance Application Form</a></u>.</p> <p>If you've received an OSCAR subsidy in the last 6 months - use the <u><a href="#">OSCAR Subsidy Declaration Form</a></u>.</p> <p>Changed your circumstances? <u><a href="#">Change of Circumstances Form</a></u>.</p> <p>Need to add a Teacher Only Day or need to change the number of days your child is in care? <u><a href="#">Change of Circumstances Form</a></u>.</p> <p>Get these forms back to us:</p> <ul style="list-style-type: none"> <li>• by email - we prefer you to email the forms to us <a href="mailto:admin@play-time.co.nz">admin@play-time.co.nz</a></li> <li>• Or drop off in the Playtime postbox we can submit to WINZ on your behalf.</li> </ul>
<p><b>How do I know what WINZ will pay?</b></p>	<p>You need to get this information from WINZ because it's related to your circumstances. Once WINZ start paying, we will know what their weekly amount is, and we can tell you what your weekly portion will be.</p>
<p><b>I've got other questions about WINZ, who can I speak to?</b></p>	<p>Please call Thurla 021 1919 222, or txt Thurla and she will call you back 😊 You can also email any queries to Thurla on <a href="mailto:admin@play-time.co.nz">admin@play-time.co.nz</a></p>
<p><b>I want to hand my forms in to WINZ. I don't want you to do it.</b></p>	<p>That's okay. Please let Thurla know which form you need (see above), and she will get a form ready for you with our bit completed. 😊</p>