

Hostel staff COVID-19 wage subsidy application 2021

State or state-integrated schools with hostels or boarding houses can apply for the Ministry of Education's COVID-19 wage subsidy scheme.

1. If you have successfully applied for an MSD wage subsidy for your hostel staff, you will not be eligible to also receive a Ministry of Education wage subsidy, unless you first repay MSD
2. This subsidy is to fund Board-employed staff members for the duration that their region has been affected by COVID-19 alert level three or four lockdown
3. This subsidy uses the same rates as the Ministry of Social Development (MSD) subsidy
4. Private schools are not eligible for the subsidy from the Ministry of Education but are encouraged to apply through MSD.

Wage subsidy rates

State and state-integrated hostel staff members employed by the Board will be provided with a subsidy rate that is currently in line with the existing COVID-19 Wage Subsidy Scheme. They are:

- \$600 per week for full-time employees, where full time is 20 hours or more per week.
- \$359 per week for part-time employees, where part time is less than 20 hours per week.

Please note that the Hostel Staff Wage Subsidy is intended as a contribution only and may not cover all personnel related expenditure.

Criteria

Please confirm that you are eligible for this subsidy before applying.

The criteria to be eligible for the scheme are:

- a) The named employees are employed by the Board and work at the hostel
- b) Schools have not received any other wage subsidy for the named employees
- c) Schools have retained named employees for at least the duration of the grant
- d) Schools have paid named employees, at a minimum:
 - I. for any work at their normal rates
 - II. at least 80% of income where reasonably possible (for employees working reduced hours while self-isolating)
 - III. the full subsidy received for each named employee, except where a person's income is normally less than the subsidy amount, in which case they can be paid their normal salary.

To apply for the wage subsidy

1. Confirm that you meet the eligibility criteria.
2. Please fill out the following form with information related to your school hostel staff members and return it to: resourcing@education.govt.nz.

Any personal information supplied will only be used for the purpose for which it was provided or permitted by the Privacy Act 1993 or otherwise required by law. If you or your staff want to check your personal information that we hold, or request the correction of that information if required, please e-mail resourcing@education.govt.nz.

[illegible]

Bank details

Please provide details of the hostel or organisation bank account the wage subsidy is to be paid into and include evidence of the bank account (a bank deposit slip OR copy of bank statement or similar – **MUST** contain bank logo, bank account name and number) *Your wage subsidy will not be paid without this.*

Bank name											Branch		
Account name													
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Bank	Branch				Account						Suffix		

Declaration

I confirm that I have reviewed the eligibility criteria and that I am satisfied that the named school or hostel meets these criteria. If these criteria are not met, I acknowledge that the subsidy will be declined.

I certify that the information above is correct and that I have the authority to apply for this subsidy on behalf of the named school or hostel.

I certify that this school or hostel has not already applied to, or received, a wage subsidy from MBIE, MSD or any other government agency in regards to help with paying wages due to COVID-19.

I understand that this application and the information I have provided is auditable. I will be required to return any money paid if I am found to not meet the eligibility criteria.

Name			Position	
Signature			Date	

I have attached the following supporting documents:

☐ Proof of the hostel or organisational bank account