**COVID-19 additional relief funding** **– non-teaching staff claim form**

Use this form to claim for relief costs for non-teaching staff isolating under the COVID-19 protection framework during 2022.

Before approving a claim, we verify that the staff member was on sick leave. discretionary leave or [approved disregarded sick leave](https://temahau.govt.nz/covid-19/advice-schools-and-kura/managing-staff/managing-staff-leave-due-covid-19/disregarded-sick-leave-teacher-aides-and-support-staff) and that a reliever covered the hours claimed.

 We fund:

* at the rate specified on the [COVID-19 additional relief funding section on Te Mahau.](https://temahau.govt.nz/covid-19/funding-support-response-covid-19/additional-relief-funding#for-non-teaching-staff-conditions-and-how-to-apply:~:text=the%20current%20minimum%20hourly%20pay%20rate%20specified%20in%20the%20Support%20Staff%20in%20Schools%20Collective%20Agreement%20(2022%2D2024)%20of%20%2422.75)
* the hours worked by the reliever covering the COVID-19 related absence.

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| School Information  |
| School name |   | School no. |   |
| Contact Email |   |
| Absent staff member’s details  |
| Staff name |   | MOE no. |   |
| Date COVID-19 absence started |   | Date COVD-19 absence ended |   |
| Hours each day that a reliever covered the staff member’s COVID -19 related absence. This may be over one week or more than one week and hours may differ each week.  |
| Week  | Mon | Tues | Wed | Thurs | Fri |
| Week  | Mon | Tues | Wed | Thurs | Fri |
| Week  | Mon | Tues | Wed | Thurs | Fri |

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| Evidence of leave due to COVID-19 in 2022 |
| I confirm that the staff member I am claiming reimbursement for required time off because they were:[ ]  confirmed to have tested positive for COVID-19[[1]](#footnote-1); or[ ]  caring for a dependent that is suffering from COVID-19[[2]](#footnote-2); or[ ]  required to self-isolate due to being a household contact of a positive COVID-19 case[[3]](#footnote-3); or[ ]  confirmed as a contact[[4]](#footnote-4), close contact[[5]](#footnote-5) or household contact[[6]](#footnote-6), are directed to self-isolate by health authorities and is unable to work from home[ ]  I confirm that a reliever was hired to cover the staff member during the period of leave being claimed for.NOTE: Schools are required to retain sufficient and appropriate audit evidence to support a claim for additional funding or staffing absence. Please keep a copy of this form and all other supporting evidence for audit purposes. |

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| Declaration I declare that I have checked the information on this form, and to the best of my knowledge, it is true and correct in every particular |
| Principal’s name |   | Date |   |
| Principal’s signature |   |

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| Privacy StatementThe Ministry of Education is collecting your staff member’s personal information for the purpose of assessing and validating your school’s application for funding assistance. We will not use the information provided for any other purpose unless required or authorised by law. Please assure your staff member that we keep the information safe and that we will delete it from our system in accordance with our record retention and disposal schedule when it is no longer required. Under the Privacy Act 2020 they have the right to request access to all information held about them provided by you and to request corrections to it. If your staff member would like a copy of the information, or would like to have it corrected, please contact us at: resourcing@education.govt.nz. |

1. All CPF Red Phases or CPF Orange [↑](#footnote-ref-1)
2. All CPF Red Phases or CPF Orange [↑](#footnote-ref-2)
3. All CPF Red Phases or CPF Orange [↑](#footnote-ref-3)
4. CPF Red, Phase 1 effective 26 January 2022 – contacts required to isolate were those that were notified by a phone call, under active management by public health teams, identified with push notifications from QR scanning, Bluetooth tracing, and registrations for being at a location of interest. [↑](#footnote-ref-4)
5. CPF Red, Phase 2 effective 11.59 pm, 15 February 2022 – close contacts required to self-isolate were those who were not household contacts and have been notified by text, push notification or Bluetooth alert. [↑](#footnote-ref-5)
6. CPF Red, Phase 3 effective 11.59 pm, 24 February 2022 – household contacts only were to self-isolate. [↑](#footnote-ref-6)