



**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA

OSCAR Accreditation Application

Level 3

These details are required for every organisation applying to be accredited by Social Services Accreditation as an Out of School Care and Recreation (OSCAR) provider, under Sections 45-47 of the Social Security Regulations 2018.

Application for Accreditation

Your organisation's details

Legal name of your organisation:

Other names your organisation
commonly uses:

Main office street address

Number:

Street name:

Suburb or RD no:

Town or city:

Main office postal address (if different from above)

Number:

Street name:

Suburb or RD no:

PO Box/Private Bag:

Lobby, town or city:

Postcode:

Main Office phone number

Phone number:

Fax number:

Website and email address

Website:

Email address:

We would like to receive OSCAR subsidy payment schedules by email to the above email address. (Note: the first subsidy payment schedule will be sent by post, from then on payment schedules will be sent via email.)

Key contact details

Contact person's name:

Contact person's position:

Business phone number:

Home phone number:

Email address:

If you run more than one out-of-school programme, please list them individually. Example: After-School, Before-School and Holiday Programme.

Information on OSCAR service

Name of service approval is sought for	Type of service (ie before/after school, holiday, camp, home-based)	Address of site	No. of children	No. of staff

Legal status of your organisation

Charitable Trust

Organisation set up under statute

Incorporated Society

Partnership

Limited Liability Company

Unincorporated Body

Named Individual:

Registration Number:

Declaration

I declare that:

all the details contained in this application are true and correct to the best of my knowledge and belief; and

I have the authority of my organisation to sign this application and provide the required information.

Details

Signature:

Date:

Name:

Position:

Complete the application form, attach all required documents (refer to checklist on the next page) and email to: Social_Services_Accreditation@msd.govt.nz.

If you would prefer to post your application, please see the contact details on our website: www.msd.govt.nz/what-we-can-do/providers/social-services-accreditation/contact-us.html

Checklist of documents that should be included with the application form:

- Copies of all policies and procedures
- Abuse recording/reporting forms
- Any agreement with other parties regarding facilities/responsibilities
- Company/trust/groups/rules/deeds
- Copy of company registration certificate
- Employment agreement form
- Enrolment forms
- Medication consent forms
- Position description/s
- Programme plan/brochures
- Proposed budget
- Registration with Police Licensing and Vetting Service
- Registration/attendance forms/packs
- Completed risk assessment management (RAMS) form (if there is documentation this will be viewed on-site)
- Staff code of behaviour