

13 June 2025

To the School Principal and Ministry for Children Oranga Tamariki Social Worker,

I refer to your application for funding to contribute to the costs of student support services by way of a Teacher Aide for NAME while attending SCHOOL

We have approved your application for funding.

The details and conditions for funding are set out below.

APPROVAL OF FUNDING

NAME:

DOB:

STATUS:

ORANGA TAMARIKI SITE:

The funding has been approved for the following purposes:

* to ensure NAME is able to continue to attend SCHOOL.
* to ensure that a Teacher Aide is at the School to help manage NAME’s behaviour during school hours

**Amount of Funding**

We have approved funding to a maximum of $26.72 per hour (GST inclusive) for a Teacher Aide for Term ??? as part of contributing to the costs of student support services for NAME. The breakdown of funding for each term and the hourly rate for the Teacher Aide is set out below.

Term ? = ? weeks = $0.00

Term ? = ? weeks = $0.00

The funding is approved for ? hours per week for ? weeks for term ? at $26.72 per hour (GST inclusive). A week is 5 working days.

**Conditions for Funding**

The approved teacher aide funding is only to be used to pay for one-to-one teacher aide for the child or young person named in this application.

The School must employ a suitable person to fulfil the Teacher Aide requirement and must use the funding approved in this letter to pay that person. The School is responsible for complying with all relevant employment law obligations in the course of employing that person.

The School is required to forward all invoices promptly and by the “deadline” set out below for each term. This is to ensure that the School receives payment for each invoice as funds are not available after the “End Date”.

This must be forwarded to the Financial Services Centre address:

Private Bag 3004, Rotorua 3040 or e-mailed to accountspayable@ot.govt.nz

Student Aide Support must be entered in the subject line.

Invoices need to be a GST Tax Invoice and must have the following information on it.:

* The CYRAS order Number (this will be given by the child’s Social Worker or Workplace Administrator from the child’s Oranga Tamariki site)
* The words 'Tax Invoice'
* The School Name, Address details and GST number
* A description of the goods and/or services supplied i.e. Student Aide Support must be stated
* The Gross amount
* The GST content or a statement that "GST is included in total amount"

All invoices must have all of the above if they are GST registered. The Financial Services Centre is unable to process payment unless the invoice meets all IRD requirements.

Please note that payment cannot be made without the relevant order number being included on the invoice.

**Change of Student attendance hours at school**

The Oranga Tamariki Social Worker and the school MUST advise SITE MANAGER, via email, if the student’s hours of attendance at school change.

Please note that funding will only be paid to schools in the last two weeks of term. If funding is paid out to schools and services are not fully provided by the schools Oranga Tamariki will require reimbursement of any amount of funding for the services that have not been provided.

**Termination of Funding**

If, for any reason, the Teacher Aide is no longer required to support the above-named child or young person Oranga Tamariki will terminate this approval for funding. Termination is effective from the date Oranga Tamariki notifies the School that the Teacher Aide is no longer required. Or the date the school advises Oranga Tamariki that the student has been excluded.

Oranga Tamariki will pay the School 10 working days (at the hourly rate and for the number of hours approved as set out in the student’s approval letter) from the date of the termination.

**Further Funding**

If future funding for a Teacher Aide is required, either at the current school or a new school, a new joint application should be made by the School and the Oranga Tamariki social worker

For each approval period a Student Aide Support Application form will need to be completed by both the School and Oranga Tamariki social worker before further funding is approved. The review form is attached. Further funding will not be approved if the Student Aide Support Application form is not completed.

If you have any questions about this matter, please contact SITE MANAGER