



What is the NDIS?

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- The National Disability Insurance Scheme (NDIS) is a support for Australian with Disability, their families and supporters.
- The National Disability Insurance Agency (NDIA) is a commonwealth government organisation responsible for running the NDIS.
- The NDIS will provide Australian citizens under 65 who have permanent and significant disability with funding for supports and services.
- Help for children under 7 is available through Early Childhood Partners with Early Childhood Early Intervention supports (ECEI).
- For over 65's, services can be accessed through My Aged Care on 1800 200 422.

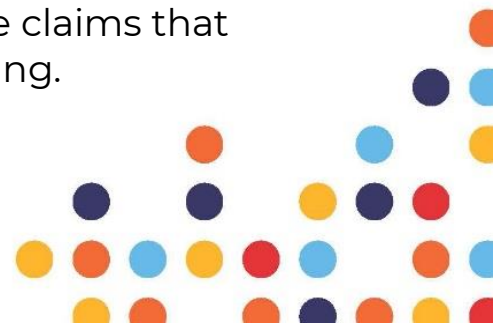
Information on the NDIS

- An access request to join the NDIS can be started over the telephone, or you can ask for an Access request Form to complete and return.
- The NDIA is available on 1800 800 110 between 8am – 8pm.
- To apply you will need to provide:
 - Evidence of your age and residency
 - Evidence of your disability and how it impacts you
 - Current reports from health professionals to support your application

- The NDIA will contact you by post with the required forms.
- To get supporting evidence from your doctors, make a longer than usual appointment.
- Photocopy EVERYTHING before you post your application back.
- You can call the NDIA after two weeks to check they received your application and check its progress.
- If your application is successful, then a Local Area Co-ordinator (LAC) should then be in contact with you to make an appointment time at a location that suits you.
- LAC's are usually from a non-government organisation.
- When meeting with a LAC they will ask a standard set of questions, finishing with goals and aspirations.
- IDEAS have a booklet available "Independent Info for your NDIS Plan" You can request a copy or find a link here: [IDEAS NDIS Planning Workbook](#) it is a useful tool to go through before your planning meeting.
- The NDIA funds the agreed supports.
- Supports must relate to the disability and individual goals.
- Goals may include employment, social participation, independence, living arrangements, health and wellbeing, and support to attend some education.
- Day-to-day living costs that do not relate to your disability must not be included, for example, groceries.
- For most people a Local Area Co-ordinator (LAC) will be their main point of contact for the NDIS.



- LACs are representatives of the NDIS who are employed by an organisation, such as Intereach, St Vincent De Paul or Uniting.
- LAC's can help you if you do not understand something.
- The LAC will ask you how you would like to have your package managed.
- The options are to choose to manage your plan are from self-managed, plan – managed or agency-managed.
- You can choose a combination of the three methods of managing your plan.
- If you choose Self-managed you will be contacted by the NDIS about the opportunities and responsibilities of self-managing your plan.
- Self-managing gives you control over, and responsibility for your NDIS funding.
- If you choose Plan Managed, Plan Managers pay your providers for supports you purchase, help you to keep track of your funds and do any financial reporting for you.
- IDEAS can help you find Plan Managers to choose from in your area.
- NDIA managed plans need to use NDIS registered providers for the supports in the plan.
- IDEAS can help you find NDIS registered providers for the supports in your plan.
- With NDIA managed plans, your providers can claim electronically from your funding.
- You can look on the **myplace** portal to see the claims that providers are making against your NDIS funding.



- The NDIS participant portal is called **myplace**.
- You will need a myGov account to sign in to **myplace**. You will be given an NDIS activation code.
- Once the planning paperwork is processed, you will receive notification of a package amount.
- If you feel at this point that you need to change anything in your plan, you have three months to appeal.
- If you disagree with what is in your plan, you have the right to ask for an internal review of your plan by the NDIA.
- You can request an administration change, through a “light-touch” review, for example, to change from Plan Managed to Agency Managed for your funding.
- You have three months to request the review.
- Check with Advocacy organisations if they can assist with developing an application for a plan review.
- If your personal circumstances change significantly and it affects the services or supports in your plan, you can request a plan review at any time by completing the Change of Circumstances Form.
- Plan reviews are a normal part of the NDIS process, IDEAS have put together a short guide on [Top tips for your plan review](#) which you may find useful.
- If at any time you need help navigating the NDIS, IDEAS Information Officers are available from 8am – 8pm AEST on 1800 029 904 or email on info@ideas.org.au and LiveChat through [IDEAS website](#).

