

# What's Involved in Joining the NDIS?

The National Disability Insurance Scheme (NDIS) is a new way for people with disability to access individualised supports that are tailored to suit their current and future needs. The scheme will be administered across all states in Australia by the National Disability Insurance Agency.

The information below shows the process for accessing the NDIS and developing a NDIS plan.

## 1. Test Eligibility

- Check the eligibility criteria on the NDIS website.
- Contact the NDIS on 1800 800 110 or TTY 1800 555 677 and ask for an 'Access Request Form'.
- Or you can download the access request form online at: <https://www.ndis.gov.au/how-apply-ndis/what-access-request-form#access-request-form>

## 2. Develop a Plan

- Once eligibility has been confirmed, you will be contacted by a NDIS Planner, Local Area Coordinator or ECEI Partner to book a face-to-face or phone planning meeting.
- The NDIA representative will develop an NDIS Plan. The NDIS Plan includes an 'About Me', 'Goals' and 'Supports' section. NDIS Plans are 1 year in duration, unless otherwise specified.
- You can choose how you want to manage your funding. You may request support with implementing the plan.



## 3. Find Service Providers

- Once your NDIS Plan has been approved, you will need to contact service providers that can assist you with achieving the goals in your plan.
- You can speak to your existing providers, engage new providers, or if you are self-managing, engage your own support staff.
- If you requested support with implementing the plan, you may be able to engage a Support Coordinator (SC). SC's can help you to find service providers and manage your plan.

## 4. Managing your Plan

- NDIA have an online participant portal called myplace. You can use the portal to monitor and manage your funding. This includes creating service 'bookings' with your chosen providers.
- You will also have a written agreement with your chosen providers. This is called a 'Service Agreement' (SA). SA's confirm how the supports will be delivered.
- You will be contacted for a plan review before the NDIS Plan expires. If your circumstances change prior to your plan review date, then you can complete a 'Change of Circumstances' form.

For further information you can visit [www.ndis.gov.au](http://www.ndis.gov.au) or a NDIS Customer Service Centre. You can also contact the NDIS on 1800 800 110; TTY 1800 555 677 and ask for 1800 800 110.