

What Steps are Involved?

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

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

1. Test Eligibility

- Check the eligibility criteria on the [NDIS website](#).
- Contact the NDIS on 1800 800 110 or TTY (teletype) 1800 555 677 and ask for an *Access Request Form* or 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 an NDIS Planner, Local Area Coordinator (LAC) or Early Childhood Intervention (ECI) 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 usually 1 or 2 years in duration, unless otherwise specified.
- You can choose how you want to manage your funding, which can be either NDIA managed, plan managed, or self managed. The NDIS website has information to help decide which method is best for you at: <https://www.ndis.gov.au/participants/creating-your-plan/ways-manage-your-funding>.
- If you requested support with implementing the plan, you may be able to engage a Support Coordinator (SC). Support Coordinators can help you to find service providers and manage your 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, look at new providers, or if you are self-managing, find your own support staff.
- If you wish to access supports at the Autism Association, visit our website at autism.org.au to learn more.

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. To learn how to use the *myplace* portal, visit the NDIS website at: <https://www.ndis.gov.au/participants/using-your-plan/managing-your-plan/howuse-myplace-portal>
- You will usually have a written agreement with your chosen providers. This is called a *Service Agreement* and confirms how the supports will be delivered.
- You will be contacted for a plan reassessment before the NDIS Plan expires. If your circumstances change prior to your plan review date, then you can complete a *Plan Reassessment* or *Plan Variation* form.

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