



# Creating your plan

An Easy Read fact sheet



**ndis**

[ndis.gov.au](https://www.ndis.gov.au)

# How to use this fact sheet



The National Disability Insurance Agency (NDIA) wrote this fact sheet.

When you see the word 'we', it means the NDIA.



We wrote this fact sheet in an easy to read way.

We use pictures to explain some ideas.

**Bold**

Not bold

We wrote some important words in **bold**.

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 27.



This is an Easy Read summary of another fact sheet.

This means it only includes the most important ideas.



You can find the other fact sheet on the NDIS website.

[www.ndis.gov.au/resources](http://www.ndis.gov.au/resources)



You can ask for help to read this fact sheet.

A friend, family member or support person may be able to help you.

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## Your NDIS plan



We work with you to create a plan about the supports you need from the National Disability Insurance Scheme (NDIS).

We call this your **NDIS plan**.



Your NDIS plan is a document that has information about:

- you and your goals
- the supports you need
- the **funding** the NDIS will give you.



Funding is the money from your plan that pays for the supports you need.

# People who support you

## Your NDIA planner



Your **NDIA planner** will work with you to create your plan.

An NDIA planner is someone who:



- works for the NDIA
- makes new plans
- changes plans
- develops your plan **budgets**.



A budget is how we split the funding in your plan.



Your NDIA planner will ask to have a plan meeting with you.

We explain what happens in your plan meeting on page 17.

## Your my NDIS contact



You can talk with your my NDIS contact about your plan.

Your my NDIS contact is a support person who you have a lot of contact with.



Your my NDIS contact might be your NDIA planner.

They might be:

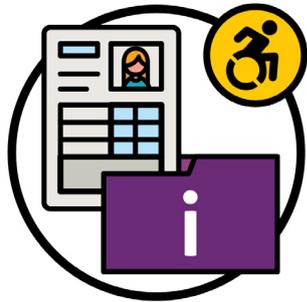


- a **local area coordinator** – someone who helps people with disability find and use supports



- an **early childhood partner** – someone who supports children with disability and their families.

## Information we use to create your plan



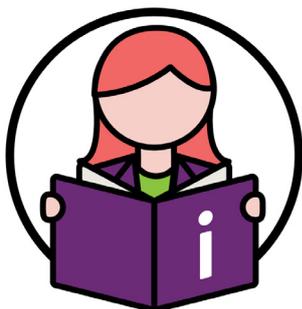
We have to collect your information to create your plan.

This includes information about:

- you
- your disability
- what supports you need.



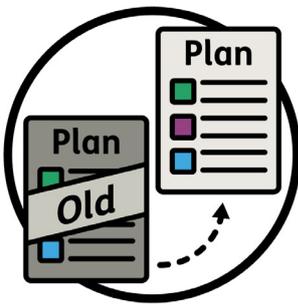
We will collect this information when you apply to the NDIS.



Your NDIA planner will use this information to help create your first plan.



They will also look at information about other people like you who take part in the NDIS.



If you already have a plan, your NDIA planner will look at your old plan when they create your next one.



They will also look at other information you have shared about yourself.

## Your goals



We will include your goals in your plan.



Your goals help us understand how we can support you best.



You can have as many goals as you want.

Your goals can be about anything you want.



They can be:

- big or small
- long-term or short-term.



We will think about how your disability might affect how you work towards your goals.



We will also think about what supports might help you work towards your goals.



You can find out more about goals on the NDIS website.

[www.ndis.gov.au/setting-goals](http://www.ndis.gov.au/setting-goals)

## Your supports



We have rules about what NDIS supports we can give you funding for.



The rules say you can only get NDIS supports for things you need because of the ways your disability affects you.

NDIS supports also need to:



- do what you need them to do



- be a good price for the support you get.



We will think about how your NDIS supports will work together.



For example, you might get more funding for a certain NDIS support.

So you might not need as much funding for other NDIS supports.



We will also think about other supports you can get.

For example, support from:



- your family and friends



- your community



- government services.



We will include these supports in your plan.



You can find out more about what NDIS supports we can give you funding for on the NDIS website.

<https://ourguidelines.ndis.gov.au/funding-criteria>

## Who will manage your funding



We will work with you to decide who will manage your funding.

Your plan will say if:



- you will 'self-manage' – you manage your plan



- you will have a **plan manager** – someone who will manage your funding for you



- your plan will be 'NDIA-managed' – when you ask the NDIA to manage the funding in your plan for you.



Sometimes we have to manage your plan for you.



This can happen if we decide self-managing your plan will put you at risk.



For example, if you do not have enough money to pay what you owe.



There are also some NDIS supports we must manage funding for.



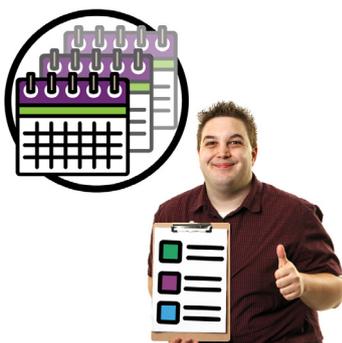
You can find out more about managing funding on the NDIS website.

<https://ourguidelines.ndis.gov.au/managing-your-funding>

## How long your plan will go for



Your plan can go for up to 3 years.



We will try to make sure your plan goes for as long as you want.



But your plan might be shorter if we think your life might change soon.



For example, if you joined the NDIS as part of **early intervention**.

Early intervention is one way people join the NDIS.

The words 'early intervention' come from the laws about the NDIS.

It is a way for people to get support:

- as early as possible
- when they first get a disability.



We will also give children younger than 9 years old a shorter plan.



You can find out more about how long plans can go for on the NDIS website.

[https://ourguidelines.ndis.gov.au/  
how-long-will-your-plan-go](https://ourguidelines.ndis.gov.au/how-long-will-your-plan-go)

# Your plan meeting

At your plan meeting your NDIA planner will talk with you about:



- you



- your goals



- your day-to-day supports.



They will make sure:

- they understand how you live your life
- the supports in your plan work together.



They will also explain the decisions they make about your plan.



Your NDIA planner will make sure they have all the right information.



If they think they need more information to create your plan, they will tell you before your plan meeting.



You can also share new information with them.

For example, you can add new goals to your plan.



You can bring other people to your plan meeting to support you.

This can include:



- your family or friends



- an **advocate** – someone who helps you have your say



- your **support coordinator** – someone who helps you plan and use your supports.

## If you already have a plan



If you already have a plan, we will talk with you 3 months before you need a new plan.



We will talk with you about how your plan is going.



We will also talk with you about how you can prepare for your plan meeting.

## After your plan meeting

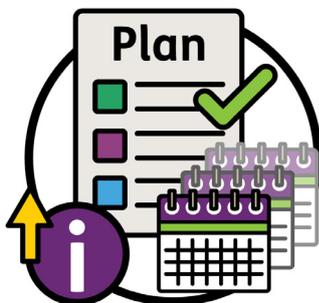


After your plan meeting we will **approve** your plan as soon as we can.

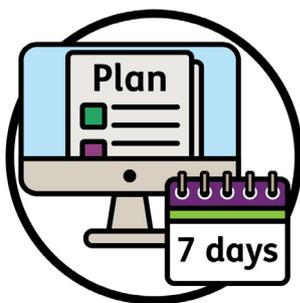
When we approve your plan, we agree to everything in it.



Sometimes we can approve your plan at your plan meeting.



If we need more information, it might take us longer to approve your plan.



We will send you a copy of your plan when we approve it.



You can ask us to send a copy of your plan to other people as well.



You can start using your plan after we approve it.



You can have a meeting with us about how to start using your plan.

We call this a 'plan implementation meeting'.



You can find out more about how to start using your plan on the NDIS website.

<https://ourguidelines.ndis.gov.au/your-plan-menu/your-plan>

## Changing your plan

### Changing the supports you need



Parts of your life might change after we approve your plan.



This might mean you need to change the supports in your plan.

You can ask us to change your plan at any time.

You can contact your:



- my NDIS contact



- support coordinator



- **recovery coach** – someone who supports you with your mental health.



You can find out more about changing your plan on the NDIS website.

<https://ourguidelines.ndis.gov.au/your-plan-menu/changing-your-plan>

## Checking our decisions



You might not agree with a decision we made about your plan.



You can ask us to do an **internal review**.



When the NDIA does an internal review, we check:

- how we made a decision
- if we need to change a decision.



You can ask us to do an internal review up to 3 months after we approve your plan.



Your my NDIS contact can support you to do this.



You can find out more about internal reviews on the NDIS website.

<https://ourguidelines.ndis.gov.au/home/reviewing-decision/reviewing-our-decisions>

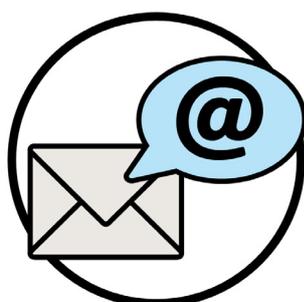
## More information

For more information about this fact sheet, please contact us.



You can call us.

**1800 800 110**



You can send us an email.

**[enquiries@ndis.gov.au](mailto:enquiries@ndis.gov.au)**



You can visit one of our offices in person.

You can find your local office on the NDIS website.

**<https://ndis.gov.au/contact/locations>**

## Word list

This list explains what the **bold** words in this fact sheet mean.



### **Advocate**

An advocate is someone who helps you have your say.



### **Approve**

When we approve your plan, we agree to everything in it.



### **Budget**

A budget is how we split the funding in your plan.



### Early childhood partner

An early childhood partner is someone who supports children with disability and their families.

### Early intervention

Early intervention is one way people join the NDIS.

The words 'early intervention' come from the laws about the NDIS.

It is a way for people to get support:

- as early as possible
- when they first get a disability.



### Funding

Funding is the money from your plan that pays for the supports you need.

### Internal review

When the NDIA does an internal review, we check:

- how we made a decision
- if we need to change a decision.





### Local area coordinator

A local area coordinator is someone who helps people with disability find and use supports.



### NDIA planner

An NDIA planner is someone who:

- works for the NDIA
- makes new plans
- changes plans
- develops your plan budgets.



### NDIS plan

Your NDIS plan is a document that has information about:

- you and your goals
- the supports you need
- the funding the NDIS will give you.



### Plan manager

A plan manager is someone who will manage your funding for you.



### Recovery coach

A recovery coach is someone who supports you with your mental health.



### Support coordinator

A support coordinator is someone who helps you plan and use your supports.



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# Notes





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