## 

# Information for participants needing support at work

## Supports in employment in your NDIS plan

Your National Disability Insurance Scheme (NDIS) plan has money to pay for the support you need at work.

Your provider uses this to help you do your job. Sometimes your employer is also your provider.

Since 1 January 2022 the money in your plan to pay for these supports is in the Core category of your NDIS plan and is called **Supports in Employment**.

You can use these supports to work in many different work settings.

To make sure you have the right amount of money in your plan, you will be asked some questions at your planning meetings.

Your provider will help you with the information you need for your planning meeting. They will talk with you about your work, how many days and hours you work and how much help you need to do your job. You should bring this information to your planning meeting.

**Can I use my plan to work somewhere else?**

You might be thinking about changing where you work or building your skills to get a job somewhere else. You might also be thinking about starting your own business.

You can use your plan to get support to do these things. You may need extra help to think about working somewhere else, to build skills to make this possible and to try out new jobs.

You can talk about this with your provider, and your Local Area Coordinator or Support Coordinator. They will help you think about what you need so you can talk about it at your next planning meeting.

The questions on the next page will assist you to talk about the help you need at work or to find out about other jobs if you would like to change. You can fill in the answers with help from a family member or your provider and bring this to your planning meeting.

Your answers will help your Planner or Local Area Coordinator put the right money in your NDIS plan to help you purchase supports to achieve your employment goals.

Once your plan is approved, it is important to talk to your provider to make sure you allocate the right amount of money from your Core budget for them to support you at work.

You should develop a Service Agreement with your provider about the support you will receive from them each week so that they can claim from your budget. Your family member or support person, Local Area Coordinator or Support Coordinator can help you with this.

If you have any questions about the changes to supported employment, talk to your Planner or Local Area Coordinators, or go to the [NDIS website](https://www.ndis.gov.au) for more information.

## Questions to help at your planning meeting

**Where do you work?**

Write your answer here

**How many hours per week do you usually work?**

Write your answer here

**How many hours would you like to work per week?**

Write your answer here

**What help do you receive when you are at work?**

Write your answer here

**Are there new skills you’d like to learn at work, or other jobs you’d like to try?**

Write your answer here

**What help would you need to change jobs and/or build new skills?**

Write your answer here