

Changing your plan



This fact sheet will explain:

- plan variations
- plan reassessments
- how to ask for changes to your plan.

Plan changes

The NDIS is designed to give you the supports you need to build your skills, maximise your independence, and help you pursue your goals. If your circumstances and needs change, your plan may also need to change.

For more information, you can read [Our Guideline – Changing your plan](#) on the NDIS website.

There are two types of plan changes we can make: plan variations and plan reassessments.

Plan variations

A [plan variation](#) is a small change to your current plan. When we do a plan variation, we only make changes to the part of your plan we vary. Your current plan keeps going.

Small changes we can make include:

- your goals
- the information about you, including your contact details
- your plan reassessment date
- the way you manage your funding
- providing funding for short-term supports when your situation changes suddenly.

Plan reassessments

In a [plan reassessment](#), we replace your plan with a new one. We'll reassess your plan if you need bigger changes than we can do in your plan variation, or your plan no longer meets your needs.

When we do a plan reassessment, we'll consider your plan as a whole. You'll meet with an NDIS planner to [create your new plan](#). Your old plan will end, and you'll receive a new plan with new funding.

We'll do a plan reassessment when:

- your situation changes and your plan no longer meets your needs
- the plan reassessment date in your plan is coming up and your disability support needs change.

When your situation changes

You should tell us about any changes in your situation so we can make sure you are getting the right support. You can talk to your support coordinator, recovery coach or my NDIS contact about your situation and what has changed.

When the reassessment date in your plan is coming up

We must reassess your plan before the reassessment date in your plan. We'll arrange a check-in meeting with you around 3 months before your plan reassessment date to talk about how your plan is meeting your needs. We'll also write to you to let you know your reassessment is coming up.

We'll usually reassess your plan at least every three years to make sure you're getting the right supports for your needs and circumstances as your life changes. It's a good chance to think about how your plan is working for you and if your goals or support needs have changed.

If your needs haven't changed, we can approve a new plan that includes the same supports as your previous plan.



How to ask for changes to your plan

You can ask us to change your plan at any time. You can talk to your my NDIS contact, support coordinator or recovery coach about the changes you want and why. We'll work with you to see if your plan needs to change, and let you know what information or evidence you'll need to prepare.

You can also ask for changes by:

- completing our [change of details or change of circumstances form](#) on the NDIS website
- calling us on **1800 800 110**
- visiting one of our [offices](#).

You'll need to give us any new information to help us decide if we can make changes to your plan. The information we need will depend on the reason you're asking for changes. If your support needs have changed, we'll need assessments, reports or other evidence from your health professionals.

If we do a plan variation, we usually won't need this information.

What happens next?

After you ask us to change your plan, we'll make a decision within **21 days**, or let you know that we need more information.

If we decide to change your plan, we'll work with you to make the changes you need. Then you'll get a copy of your new plan.

If we decide not to change your plan, we'll explain our decision. We'll talk to you about your [review rights](#) and other ways we can support you.

For more information about changing your plan, visit [ndis.gov.au](https://www.ndis.gov.au).



Notes



Fact sheet – Changing your plan

For more information visit [ndis.gov.au](https://www.ndis.gov.au)

National Disability Insurance Agency



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



Telephone: 1800 800 110



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

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TTY: 1800 555 677



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National Relay Service: relayservice.gov.au