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# What a plan manager is

You can ask for funding for a provider to manage your NDIS plan for you instead of managing your NDIS funding by yourself.

We call this type of provider a plan manager. Plan managers must be registered providers.

# What a plan manager is for

A plan manager can help you look after your funding and budgeting for your NDIS supports.

They can help:

- submit NDIS claims and pay providers
- make sure claims are in line with your plan, budget and NDIS supports
- prevent non-compliance, misspending and overspending
- with your budget.

> **Tip: A plan manager is different to a support coordinator.**
>
> A support coordinator helps you connect with your supports. A plan manager helps you keep track of your funding.
>
> Many participants have funding to use both plan managers and support coordinators to help them work towards their goals.

# What working with a plan manager is like

You can ask us for this type of support if you'd like help managing your plan. Funding for a plan manager may then be included in your plan.

This is separate from other services and supports in your budget.

You can choose to have one or more of your support types managed by a plan manager if we say that's okay. You can let us know this at your plan meeting.

Learn more about how to plan-manage your funding.

## They manage the funding in your plan

When you have funding for plan management, your plan manager will:

- talk to you about what working together will be like
- help you understand your plan and what an NDIS support is
- manage and monitor your budget
- check and submit claims
- pay your NDIS providers
- keep your records
- share regular statements and updates on your funding with you.

## It’s your responsibility to not overspend your budgets

You’re still responsible for making sure you understand your plan, what an NDIS support is and not overspending your support budgets. This means you should regularly check the balance in your account.

Your plan manager will get your approval before submitting claims to make sure the supports delivered to you are the same as what’s on the invoice. They’ll also give you a monthly financial statement and notifications if your spending is not on track.

Learn more about your responsibilities.

## You can choose which plan manager you work with

It’s important to find a plan manager that can help you work towards your goals. You can also change your plan manager at any time.

You can also change your plan manager at any time. Learn more about how to find a plan manager.

# Related information

## How to find a plan manager

## What is plan-managed funding

## What is a support coordinator

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