

## Guide to self management National Disability Insurance Scheme



Easy English



## Hard words

This book has some hard words.

The first time we write a hard word

- the word is in **blue**
- we write what the hard word means.

## You can get help with this book



You can get someone to help you

- read this book
- know what this book is about

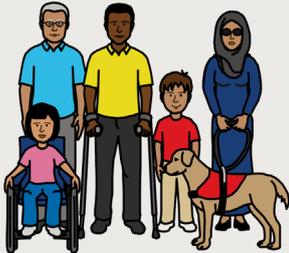


- find more information.

## About this book



This book is about the **National Disability Insurance Scheme** or NDIS.



The NDIS helps people under 65 with a **permanent** and **significant** disability.

Permanent means the disability will **not** go away.

Significant means the disability affects how people live every day.



People with an NDIS plan will get

- supports

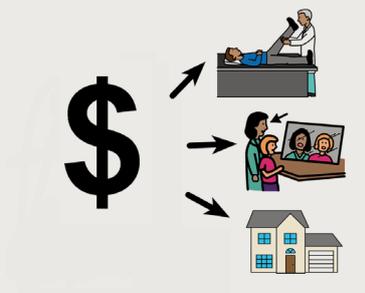
and

- services they need.



## How you can manage your plan

You can choose from 3 different ways to manage the **funding** in your plan.



Funding is the money the NDIS gives you to pay for supports in your plan.

The 3 ways to manage the funding in your plan are

- self management
- plan management
- NDIA management.

## What is self management?

This book tells you about self managing your NDIS funding.

When you self manage you look after your own NDIS money.



When you self manage you can choose your **service providers**.

A service provider is a business that gives you support or services.

The service provider does **not** have to be a **registered NDIS provider**.



A registered NDIS provider is someone the NDIS says is safe.

You **must** make sure your service provider is safe and good for the job if they are **not** registered.



You can also choose

- who gives you supports and how you get them
- how much to spend on each support
- to self manage some or all of your NDIS funds.

## What is plan management?

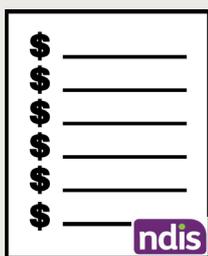


The NDIA pays your plan manager.

Your plan manager pays your support providers with your NDIS money.

Your plan manager **must** be a registered NDIS provider.

Your support providers do **not** have to be registered NDIS providers.

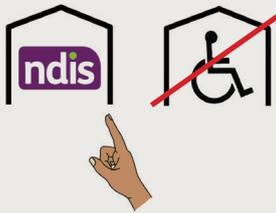


Your plan manager **must** pay for your supports with the **NDIS set price guide**.

The NDIS set price guide tells you the most you can pay for a service or support.

## What is NDIA management?

The NDIA pays your support providers for you.



You **must** use registered NDIS support providers.

Your support providers **must** follow the NDIA set price guide.

## Things you must do if you self manage your NDIS funding



You **must**

- buy supports that help you meet your NDIS plan goals
- tell your providers how they will be paid and how you would like your supports.

You **must** also

- make sure the supports are good value for money

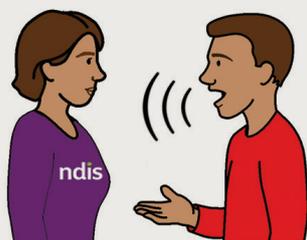


- have the money to pay for the supports
- make payment requests and pay for services on time



- keep records of the things you have paid for with your NDIS funding for 5 years

- show how your supports help you reach your goals at your plan review



- tell the NDIA if you can **not** keep self managing your NDIS plan.

## Help to manage your plan

You can get help from

- your Local Area Coordinator or LAC



- your NDIA planner

- a bookkeeper or accountant



- employment services

- your Support Coordinator

- peer support organisations



- computer programs.

## Your NDIS plan and support budget



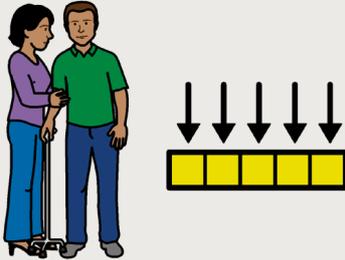
You can see your plan and support budget on the NDIS myplace participant portal.

Your plan will talk about

- your goals and supports you can choose
  
- your support budget and how you will manage your funding.

There are 3 types of support budgets.

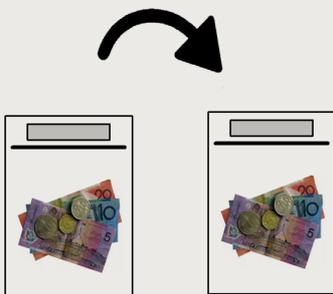
## Core budget



Your core budget can help you with things you do every day.

Your core budget is the most flexible budget.

You can use your core budget for supports from different areas.



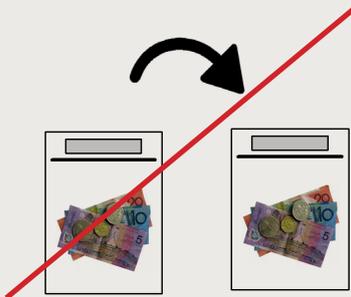
You can move your funds from 1 support category to another.

## Capacity building budget



Your capacity building budget can help you to be independent and learn new things.

Your capacity building budget can help build your skills and reach your goals.



You can **not** move your funds from 1 support category to another.

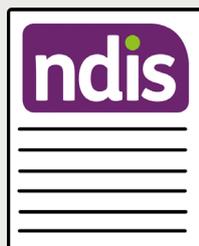
## Capital budget

Your capital budget is used for expensive supports.

For example



- technology that helps people with disability
- equipment
- home or car modifications
- Specialist Disability Accommodation.

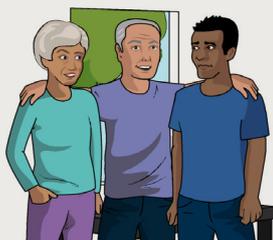


You can **only** use your capital budget for the supports listed in your plan.

## Service providers

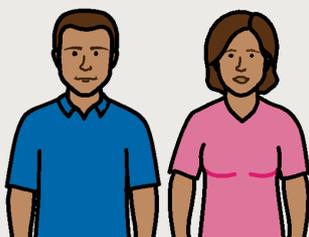


You can meet different service providers before choosing one.

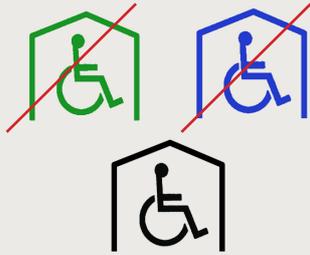


To help you choose a service provider you can get advice from

- family and friends
- Early Childhood Early Intervention or ECEI coordinators

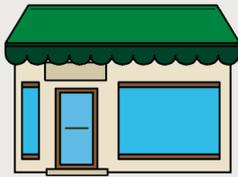


- LACs
- Support Coordinators.



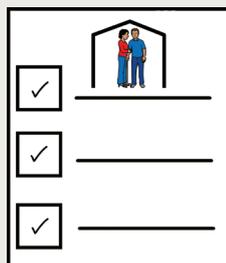
You can change service providers at any time if

- you do **not** like their supports
- they cost too much.



Service providers can be

- businesses
- people who work for themselves
- people employed by you.

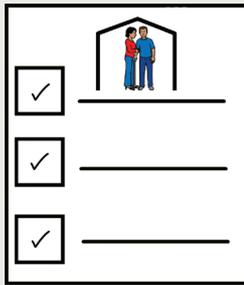


## Service agreements

You should make a **service agreement** with each of your service providers.



A service agreement is a legal document that you say **yes** to with the service provider.

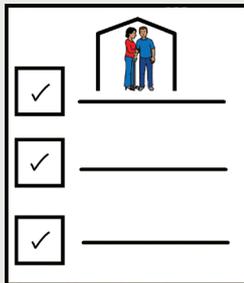


Sometimes the service provider will have a service agreement you can use.

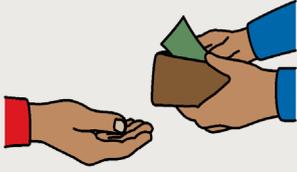
You can make your own service agreement if you need to.

A service agreement talks about

- the services and supports you need
- what the service provider will do for you
- what you need to do for the service provider.



## Paying for your supports

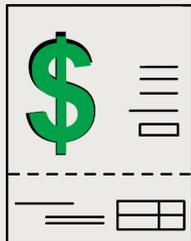


You can make a payment before or after you get support from your service provider.



You can use the myplace portal to make a payment request every time you use a support.

## How to make a payment request then pay your service provider



You

- get the invoice from your service provider

- make a payment request to the NDIA

SUN	MON	TUE	WED	THU	FRI	SAT
			✓	✓		

- get the payment in 1 to 2 days from the NDIA



- pay your service provider.

## How to pay your service provider then make a payment request



You

- pay your service provider with your own money



- get a receipt from the service provider

- make a payment request to the NDIA using the receipt from your service provider

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			✓	✓		

- get the payment in 1 to 2 days from the NDIA.

## How you make a payment request

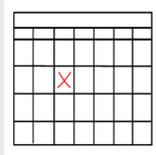


You can use the myplace portal or a payment request form to make a payment request.



You will need to know

- how much the support costs

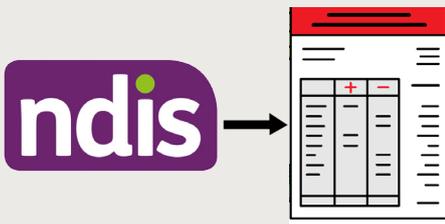


- what date you got the support



- what NDIS support category it is in.

## Why you should set up a bank account



You should set up a separate bank account for your NDIS funding.

A separate bank account makes it easy to keep track of your NDIS money.

## Your NDIS plan review



You will have a **plan review**.

A plan review is where everyone makes sure your plan is still right for you.

At your NDIS plan review you can say

- if you want to change how you self manage your NDIS plan



- what your new goals are



- what supports help you and what supports do **not** help you.

If your supports need to change **before** your plan review you need to tell your LAC or NDIA planner.





## More information

Talk to your LAC or NDIA planner about self management of your NDIS funding.



Go to our website

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



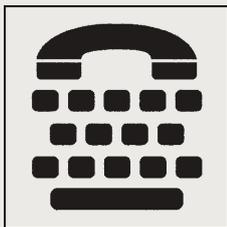
Call 1800 800 110

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## Telephone Interpreting Service

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## TTY users

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Scope's Communication and Inclusion Resource Centre

wrote the Easy English in October 2018 [www.scopeaust.org.au](http://www.scopeaust.org.au).

To see the original contact The National Disability Insurance Agency

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