



Guide to self managing your NDIS funding

Part 2



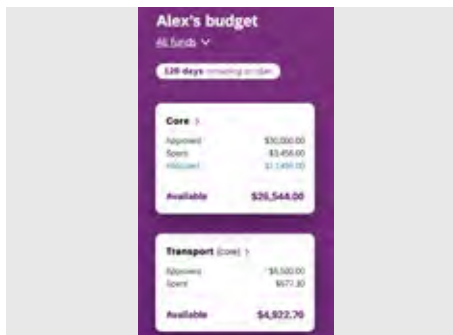
Easy Read



About this guide



NDIS funding is the money you get from the NDIS for your services and supports.

A screenshot of a mobile app showing a budget for 'Alex'. It includes sections for 'Core' and 'Transport' with columns for 'Approved', 'Spent', 'Released', and 'Available'.

Alex's budget			
All funds ▼			
120 days remaining on plan			
Core			
Approved	\$30,000.00		
Spent	\$3,456.00		
Released	\$1,549.00		
Available	\$26,544.00		
Transport (core)			
Approved	\$4,000.00		
Spent	\$671.30		
Available	\$4,922.70		

There are different ways to look after your NDIS funding.



You can **self manage**.

This means you look after your NDIS funding yourself.



You can pay a **plan manager** to look after your NDIS funding for you.



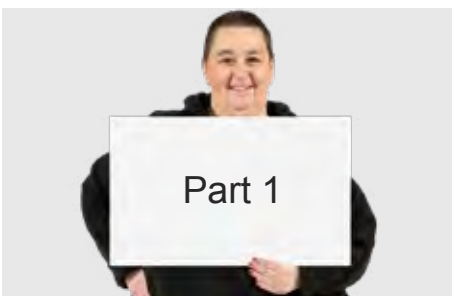
You can get the **NDIA** to look after your NDIS funding.



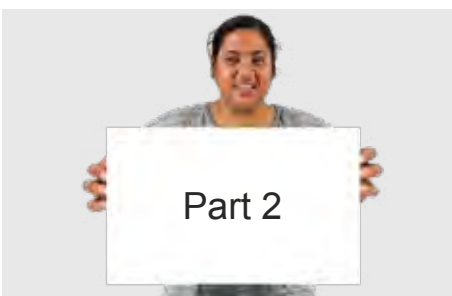
This guide tells you all about how to self manage your NDIS funding.



This guide has 2 parts.

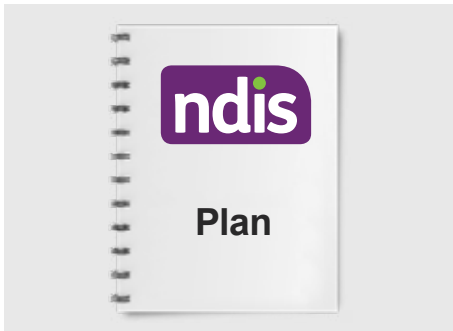


Part 1 helps you choose if self managing is the right thing for you.

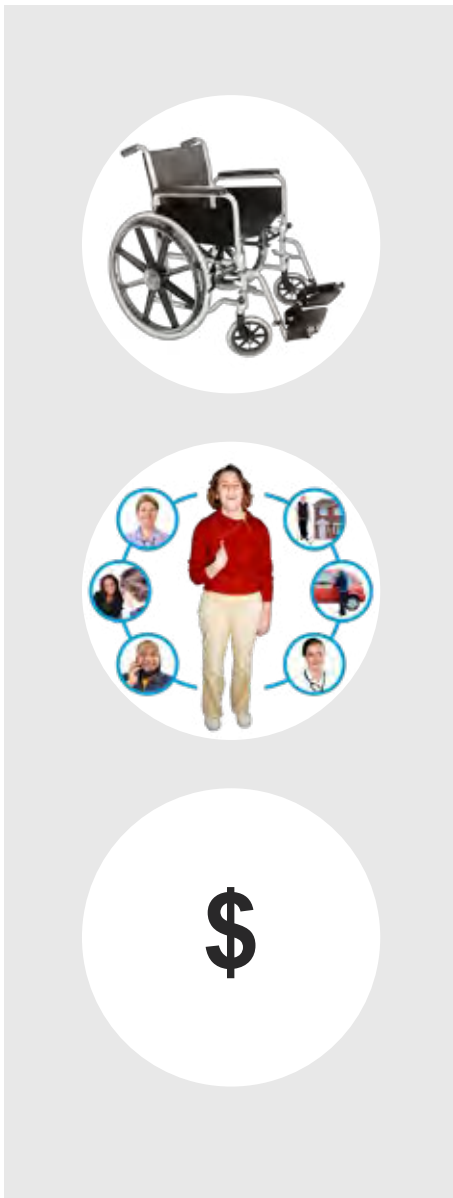


Part 2 has information about the supports you can get and how to do that.

Part 2



This part helps you understand your NDIS plan.



It also talks about things like

- What support you can use your NDIS funding for
- Where you can buy your supports from
- How to pay for your supports.

Understanding your NDIS plan

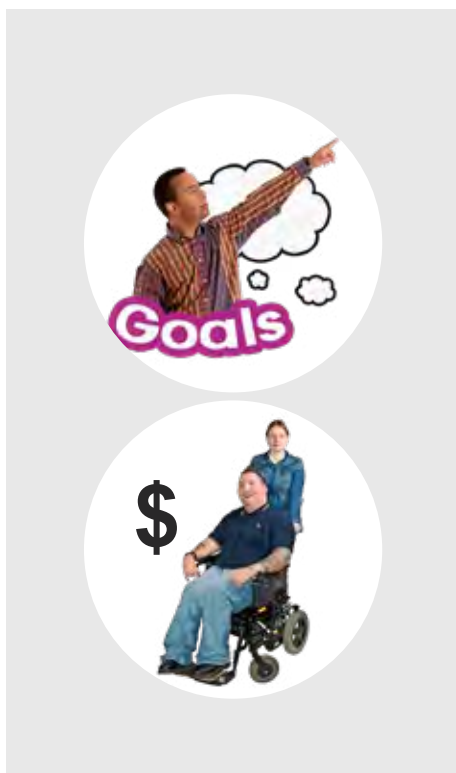


You can see your NDIS plan in

- The **NDIS portal**
- The NDIS app.



We will also send you a copy of your NDIS plan in the mail.



Your NDIS plan has 2 parts

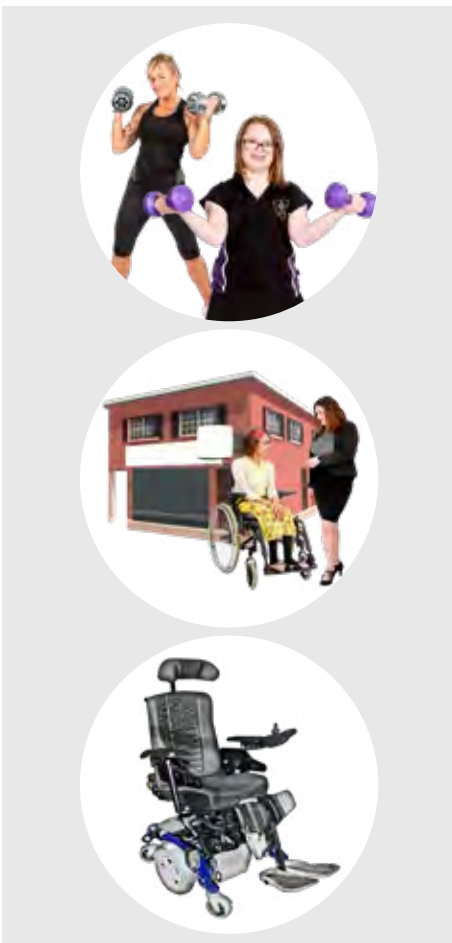
- Your **statement of goals** has all the goals you want to work on
- Your **statement of supports** has the support you can use your NDIS funding for.



Your NDIS plan can have 3 types of **support budgets**.

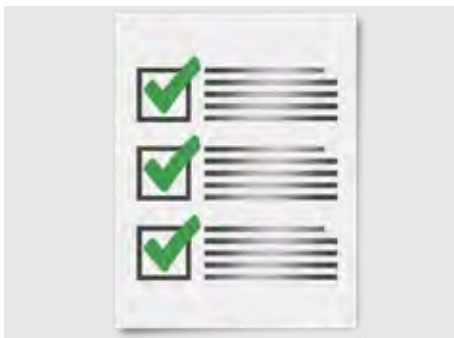


Support budgets are the different types of things you can spend your NDIS money on.



The 3 support budgets are

1. **Core supports** help you with everyday things.
2. **Capacity building supports** help you learn to do more things on your own.
3. **Capital supports** are for things like **equipment** or changes to your home or car.
Equipment are things like a wheelchair.

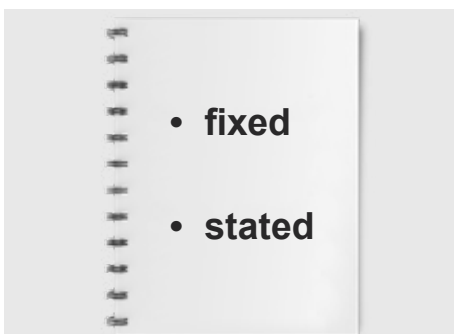


The support budgets have different **support categories**.

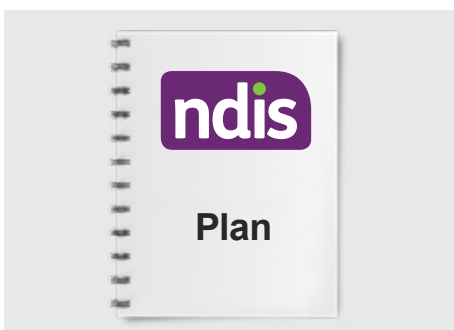


Support categories say what you can use the NDIS funding in each support budget for.

This might be things like finding a job.



Your NDIS plan might have the words **fixed** or **stated**.

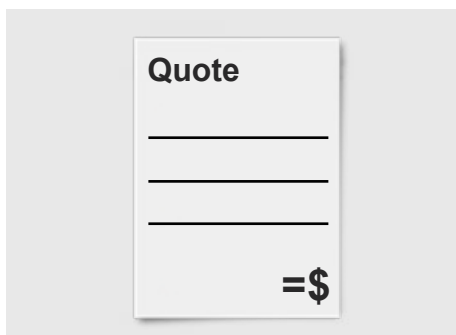


This means you can only use that funding for the things it says on the plan.

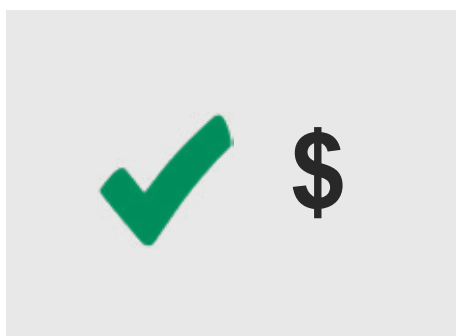


If it says **in kind** in your plan it means another government program already paid for it.

You do not need to use your NDIS funding.



If it says **quote required** you need to give us a quote that says what it is and how much it costs.



We will check the quote and let you know if it is ok to use the NDIS funding for it.



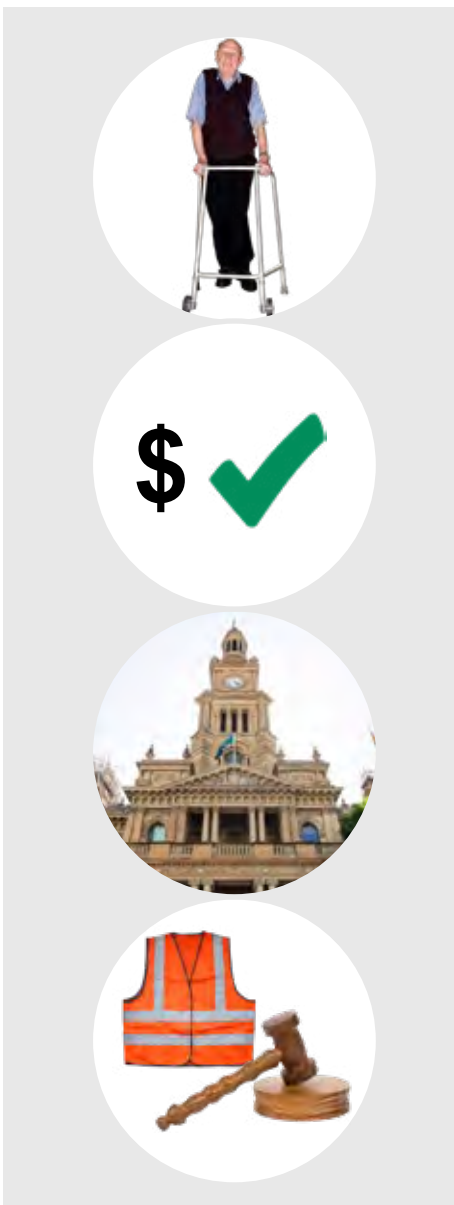
To learn more about support budgets go to
www.ndis.gov.au/support-budgets-your-plan

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Supports you can use your NDIS funding for



You can only use your NDIS funding for supports that help with your NDIS plan.

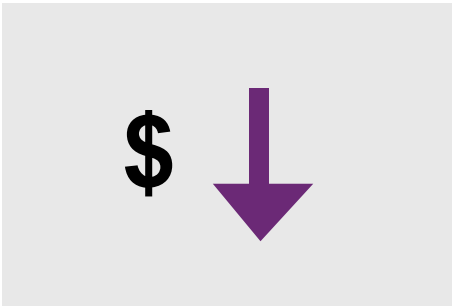


To make sure your supports help with your NDIS plan think about

- Do you need the support for your disability
- Is the price ok and do you have enough funding for it
- Is it something the NDIS should pay for or maybe another Government service
- Is it safe and does it follow the law.



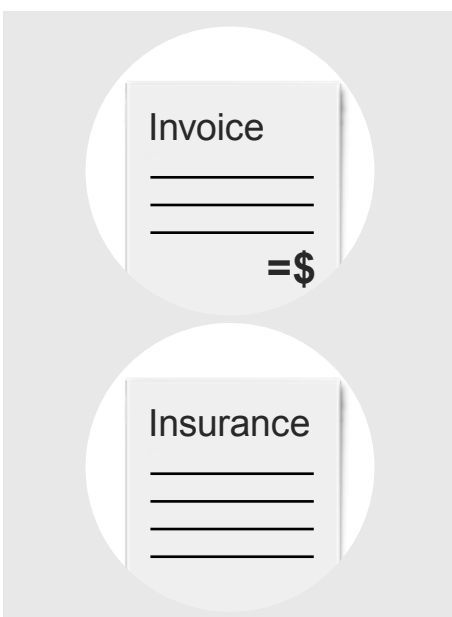
When you self manage you can call to find the best services with the best price.



You might be able to ask the services for a better price.



When you self manage you can hire your own support staff.

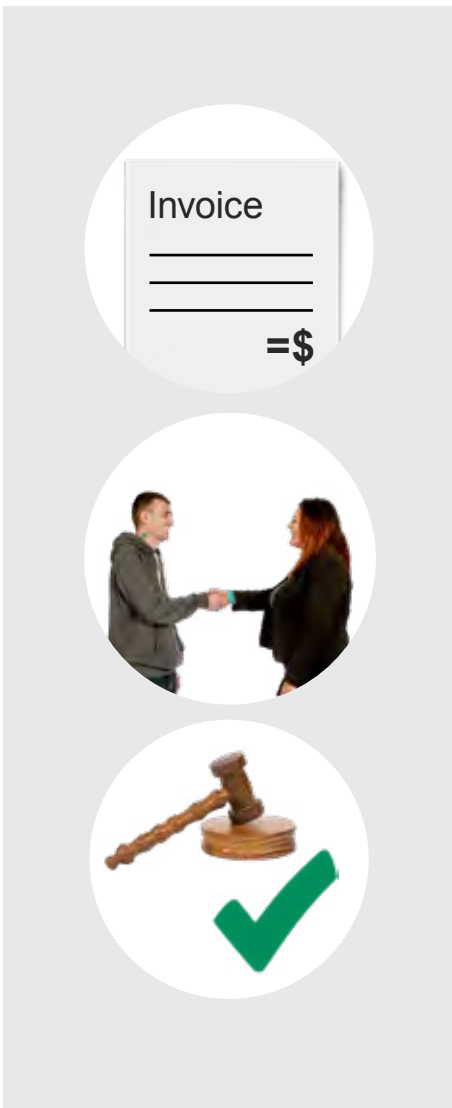


You can use your NDIS funding

- To pay your staff for support
- For other things you need for your staff.



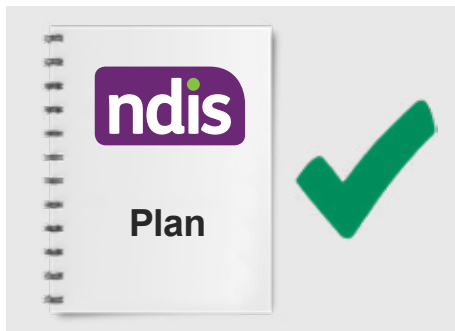
You can also use some of your NDIS funding for support to self manage.



This might be support for things like

- Paying bills
- Hiring staff
- Information about the law and your rights.

Supports that you can not use your NDIS funding for



You can only use your funding for things that are in your NDIS plan.



If you use your funding for things that are not in your plan you might have to pay the money back.



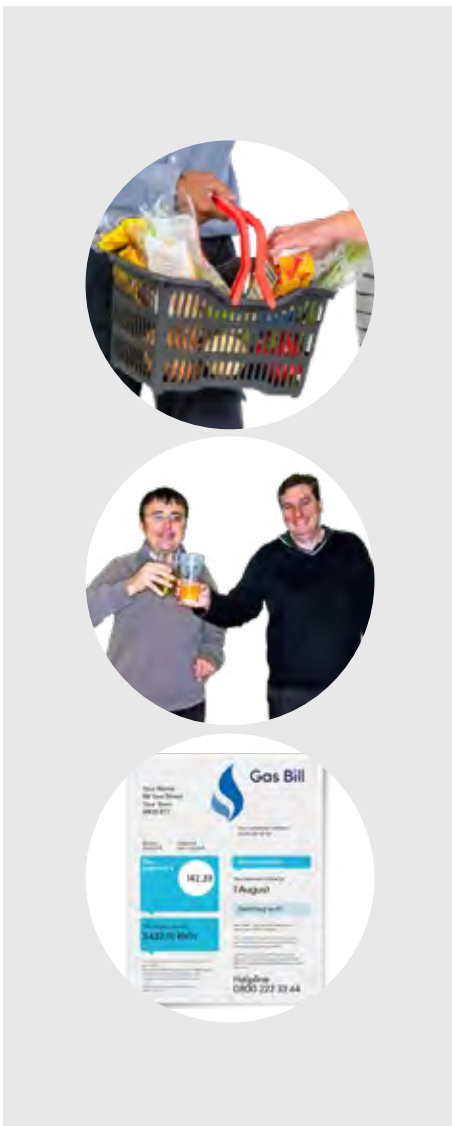
You can not use your NDIS funding to pay for things to do with other Government services.



This might be to pay for things like school or hospital.



You can not use your NDIS funding for things that are not about your disability.



You also can not use NDIS funding for

- Groceries like food
- Going out with friends
- Your water or gas bill.

Who can you get your supports from



When you self manage you can choose who you get your supports from.



You can get supports from

- **NDIS registered providers**
- Services not registered with the NDIS
- Support staff you hire.



NDIS registered providers work with the **NDIS Quality and Safeguards Commission**.



The **NDIS Quality and Safeguards Commission** makes sure NDIS services are safe and good.



If you are not happy with a service or your support staff you can find other ones.



There are things to look out for if you

- Choose a service not registered with the NDIS
- Hire your own support staff.

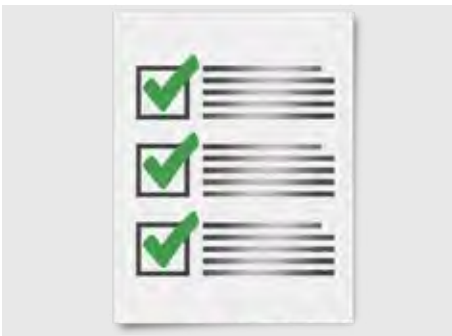


You should make sure they have the right

- Training
- Skills
- Checks to know they are safe.

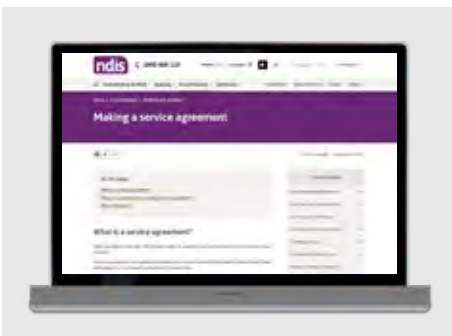


You should have a **service agreement** with each of your services or support staff.



A **service agreement** says

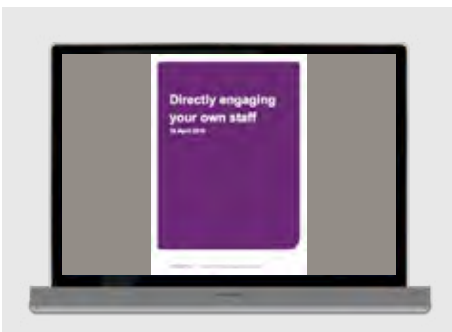
- What supports you get
- How you will get the supports
- What you must pay and how.



To learn more about service agreements go to

www.ndis.gov.au/service-agreements

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To learn more about hiring your own support staff go to

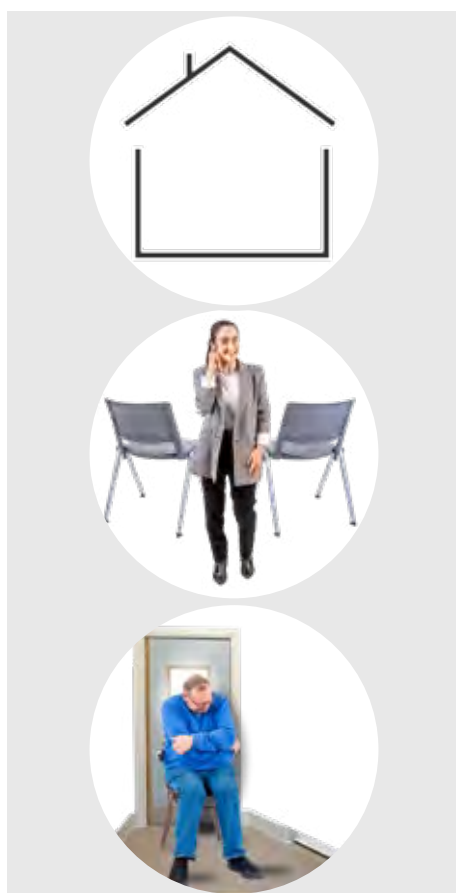
www.ndis.gov.au/self management

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Supports you must get from NDIS registered providers



There are supports that you can only use NDIS registered providers for.



You can only use NDIS registered providers for

- **Specialist disability accommodation**
- **Specialist behavior support**
- Supports that might have to use **restrictive practices**.



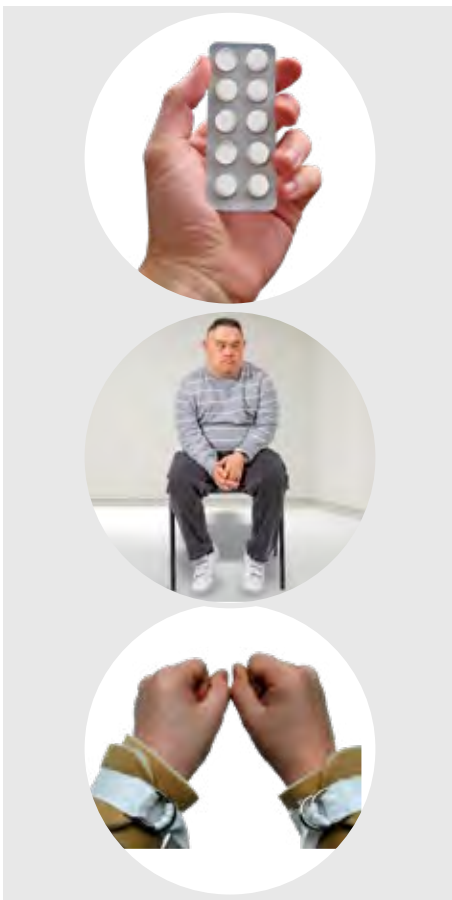
Specialist disability accommodation are homes where people with disability can live and get support.



Specialist behaviour support services help you to not do things that hurt you or others.



Restrictive practices are when things are done to stop people from moving around freely.



This might be things like

- Medicine
- Being kept away from other people
- Being held down by straps.

How much should you pay for supports



When you self manage it is your job to sort out how much you pay for your supports.



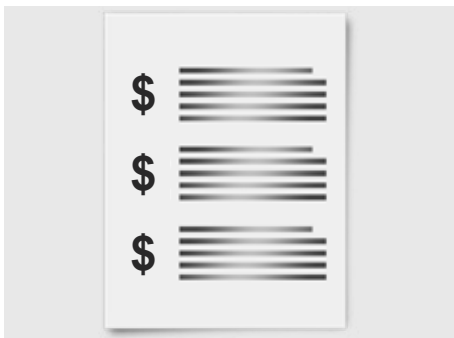
You can talk to different services to find out how much they cost.



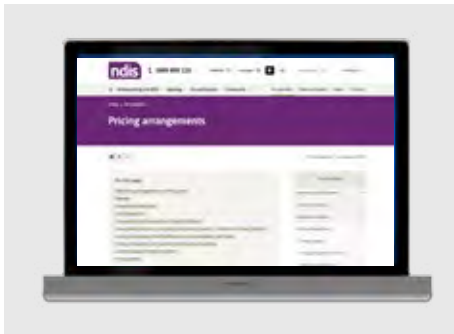
You can then choose the service you like the most with the best price.



The **NDIS Pricing Arrangements and Price Limits** can help you know how much to pay.



The **NDIS Pricing Arrangements and Price Limits** is a guide that says how much supports can cost.



To look at the guide go to

www.ndis.gov.au/providers/pricing-arrangements

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How to pay for your supports



When you self manage you need to pay your supports yourself with your NDIS funding.

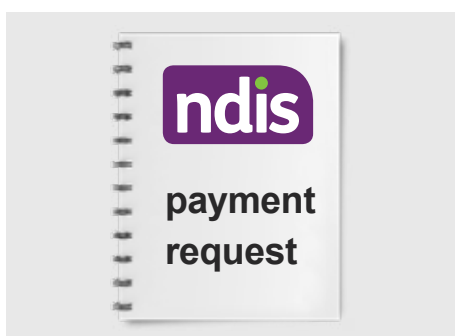


There are 2 ways you can pay with your NDIS funding.

1. Payment request first



The service or support staff tell you how much you need to pay them.



You must then ask the NDIS to give you money from your NDIS funding to pay for the support.

This is called a **payment request**.



You can do your payment request using

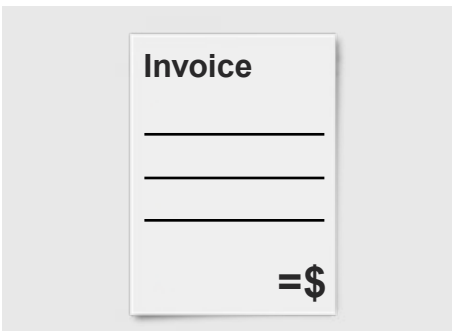
- The portal on your computer
- The app on your phone
- The form on the NDIS website.



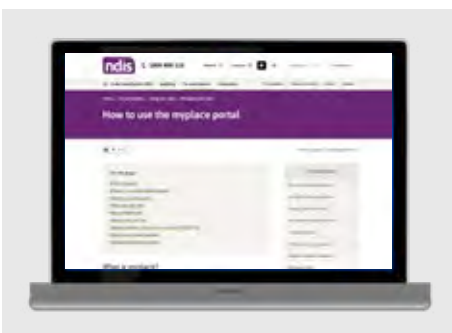
We will put the money from your NDIS funding into your bank account.



You should have a different bank account for the NDIS money.



You then pay for the support with the NDIS money from that bank account.



To learn more about how to make a payment request on the portal go to

www.ndis.gov.au/how-use-myplace-portal

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2. Payment request after



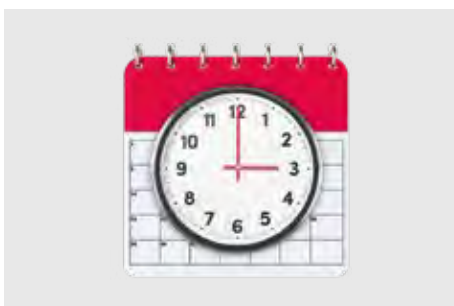
The service or support staff lets you know how much you need to pay them.



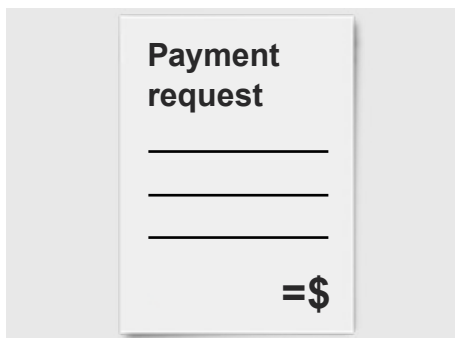
You pay for the support with your own money.



You need to make sure you get a **receipt** from the service or support staff.



A **receipt** says how much you paid them and when.



You then make a payment request to the NDIS to get your money back.



We will put the money from your NDIS funding into your bank account.



To learn more about how to make a payment request on the app go to

www.ndis.gov.au/making-claims

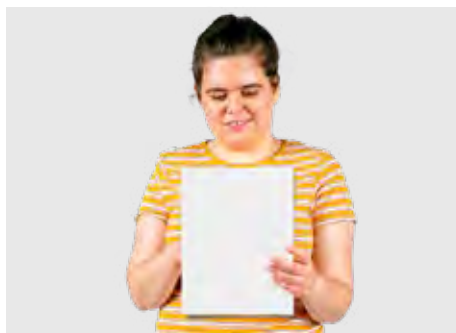
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Let us know if you did something wrong on your payment request.

We will help you to fix it.

Keeping records



You must keep **records** of how you use your NDIS funding.



Records are things that show that something was paid like

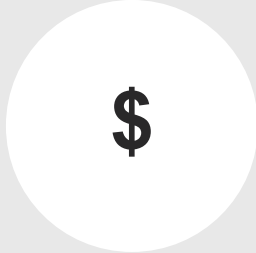
- Invoices
- Bank receipts
- Service agreements.



We need your records to check if you used your NDIS funding in the right way.



You should keep all records for 5 years.



Your records must show

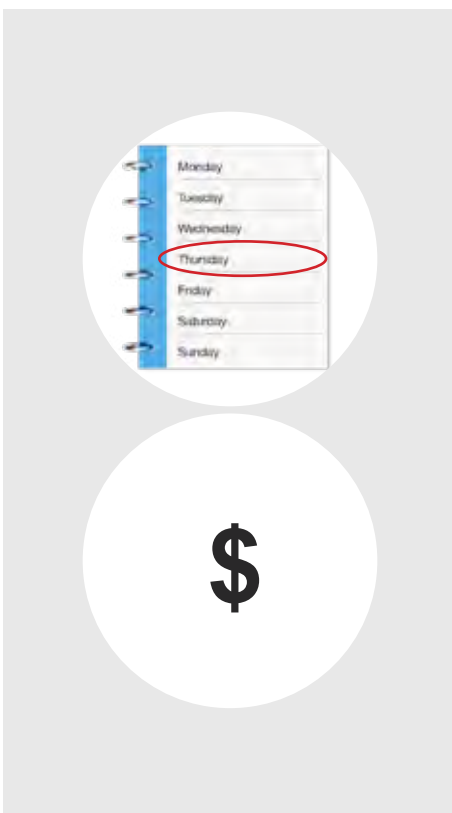
- Name of the service
- Their **ABN**
- When the support started and ended
- What support you got
- How much support you got
- How much 1 hour of the support costs
- How much you paid for all of the support.



An **ABN** is a number all businesses must have that tells the Government who they are.



If the service does not have an ABN the record must say why not.



If you hire your own support staff you must have records about

- When they worked
- How much you paid them.

Reviews



We might sometimes do a review to check if you look after your NDIS funding in the right way.



We will send you a letter or email to let you know we want to do the review.

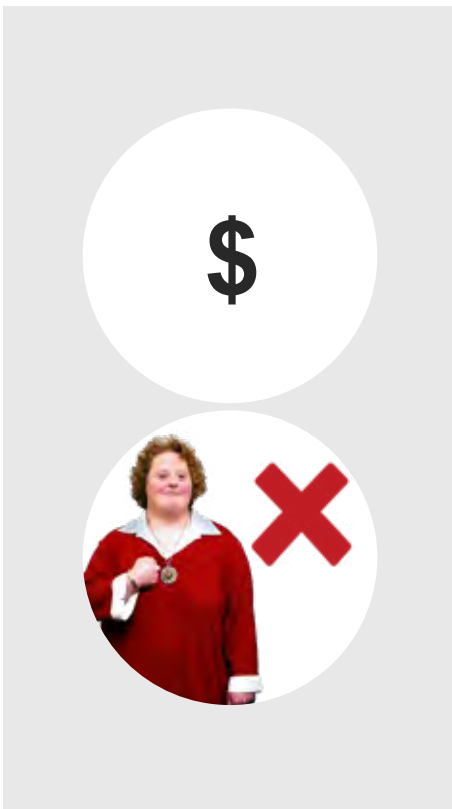


We will tell you

- Why we want to do a review
- What information we need from you
- When we need your information by.



You will have a contact person you can ask questions about the review.



If we find out in the review that something is not right you may have to

- Pay back money
- Stop self managing your NDIS funding.

More information



You can contact us if you need more information or have questions.



You can

- Call us on **1800 800 110**
- Send an email to **enquiries@ndis.gov.au**
- Go to our website **www.ndis.gov.au**
- Use webchat to talk to us online
www.ndis.gov.au/contact



You can call the **Translating and Interpreting Service** for information in your language.

The number is **131 450**.



You can call the **National Relay Service** on **1800 555 677** if you

- Are deaf
- Have trouble hearing.



To order copies of part 1 and 2 of the self management guide tell us the code DA0712.

Council for Intellectual Disability made this document Easy Read. **CID** for short.
You need to ask CID if you want to use any pictures in this document.
You can contact CID at **business@cid.org.au**.

DA0711 How to self manage your NDIS funding Easy Read July 2023