# Checklist: changing your plan

This checklist will help you prepare for:

* plan variations
* plan reassessments
* asking for changes to your plan.

You can use the links in this fact sheet to read more about these topics on our website.

If you need more information or support, please contact us:

* visit the [office location](https://ndis.gov.au/contact/locations) page on the NDIS website
* call us on **1800 800 110**
* send us an email at enquiries@ndis.gov.au.

For more information read, the [changing your plan fact sheet](https://www.ndis.gov.au/about-us/publications/booklets-and-factsheets#changing-your-plan), or visit the changing your plan page on the NDIS website.

## Checklist

* My situation has changed, and I need to talk to my support coordinator or recovery coach (if I have one), or my NDIS contact.

Or

* My plan reassessment date in my plan is coming up. My NDIS contact has organised a check-in to prepare for my next NDIS plan.

I know I can ask for changes by:

* [Completing a form](https://www.ndis.gov.au/participants/using-your-plan/changing-your-plan/change-circumstances) on the change in circumstances page on the NDIS website
* [Calling the NDIS](https://www.ndis.gov.au/contact) on **1800 800 110**
* [Visiting an NDIS partner office.](https://www.ndis.gov.au/contact/locations)

**Asking for a change to my plan:**

* My support coordinator, recovery coach or my NDIS contact has explained the information and evidence I need to prepare to ask for changes to my NDIS plan.
* I have the assessments, reports or other evidence from my health professionals to show my support needs have changed and my NDIS plan needs to be reassessed.

## National Disability Insurance Agency

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

Telephone 1800 800 110

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

Follow us on our social channels

[Facebook](https://www.facebook.com/NDISAus), [Instagram](https://www.instagram.com/ndis_australia/), [YouTube](https://www.youtube.com/user/DisabilityCare), [LinkedIn](https://www.linkedin.com/company/national-disability-insurance-agency)

**For people who need help with English**

**TIS:** 131 450

**For people who are deaf or hard of hearing**

**TTY:** 1800 555 677

**Voice relay:** 1800 555 727

**National Relay Service:** [relayservice.gov.au](http://relayservice.gov.au/)