



Your plan meeting

Easy Read fact sheet



ndis

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

How to use this fact sheet



The National Disability Insurance Agency (NDIA) wrote this fact sheet.

When you see the word 'we', it means the NDIA.



We wrote this fact sheet in an easy to read way.

We use pictures to explain some ideas.

Bold

Not bold

We wrote some important words in **bold**.

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on 21.



This is an Easy Read summary of another fact sheet.

This means it only includes the most important ideas.



You can find the other fact sheet on the NDIS website.

www.ndis.gov.au/resources



You can ask for help to read this fact sheet.

A friend, family member or support person may be able to help you.

What is in this fact sheet?

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About your plan meeting



We will work with you to create a plan about the supports you need from the National Disability Insurance Scheme (NDIS).

We call this your **NDIS plan**.



Your NDIS plan is a document that has information about:

- you and your goals
- the supports you need
- the **funding** the NDIS will give you.



Funding is the money from your plan that pays for the supports you need.



We will have plan meetings when we:

- make your plan
- change your plan.



You will have your say about what goes into your plan.



We will make your **budget** before your first plan meeting.



Your budget is how we split the funding in your plan.



This budget will be a **draft**.

A draft is a document that is not finished.

Some things in a draft might change later.

How we create your plan



We will make your draft budget using information you gave us before your plan meeting.



If you do not have a plan yet, we will use the information you gave us when you applied to the NDIS.



If you already have a plan, we will use the information you gave us:

- in your last check-in
- when you asked us to change your plan.



At your plan meeting we will explain how we created your draft budget.



Then we will work with you to:

- make sure the budget will support you
- change the budget if we need to.



You can find out more about creating your plan on the NDIS website.

ourguidelines.ndis.gov.au/your-plan-menu/creating-your-plan

Your NDIA planner



An **NDIA planner** will work with you to create your plan.



An NDIA planner is someone who:

- works for the NDIA
- makes new plans
- changes plans
- develops your plan budgets.

At your plan meeting your NDIA planner will talk with you about:



- your life



- your goals



- your day-to-day supports.



They will make sure:

- they understand how you live your life
- the supports in your plan work together.

What to think about before your plan meeting



You can bring someone to support you.
For example, a friend or family member.



It is also a good idea to think about how you
want to manage your funding.

For example, you might want to:



- manage your own funding

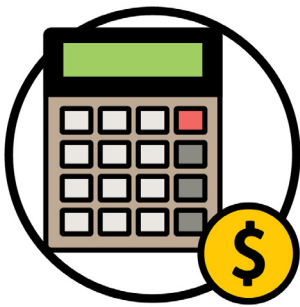


- ask someone you trust.



You can also use a **plan manager**.

A plan manager is someone who will manage your funding for you.



You can find out more about how you can manage your funding on the NDIS website.

ourguidelines.ndis.gov.au/options-managing-your-funding



You should also think about how long you want to use this plan before we make you a new one.

We will try to make your plan go for as long as you want.



You can find out more about how long plans go for on the NDIS website.

ourguidelines.ndis.gov.au/how-long-will-your-plan-go



If you want to manage your own funding, you need to have your bank account details ready.

That way we know where to send your funding.



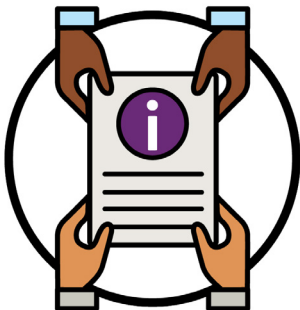
It is a good idea to think about if things have changed for you since you spoke to us last.



You should contact us if you:

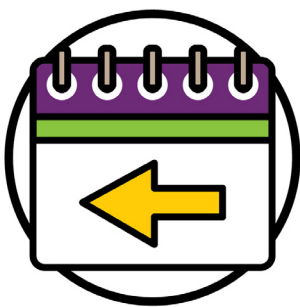
- need different supports in your new plan
- have different goals.

It will help us to include the right supports in your plan.



It is also a good idea to prepare any information we asked for.

You can give it to us at your plan meeting.



You can also give us this information before your plan meeting.

This can help us make your plan faster.

You can find out how to contact us on page 20.

What happens at your plan meeting

In your plan meeting we will talk about:



- your goals – what you want to achieve



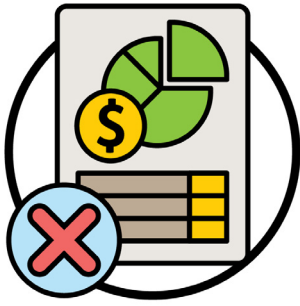
- information about you – like where you live and the supports you get now.



We will explain the draft budget we made.

This includes:

- how we made it
- the supports we believe you need for your disability.



We will also talk about any supports that are not in your draft budget.



We will work with you to make sure your budget has the supports you need.

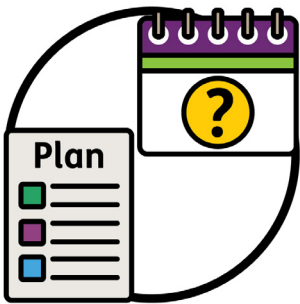
This means we might change some parts of your draft budget.



We might need you to give us more information before we can change your budget.



We will talk about who will manage your funding.



We will also talk about how long you will use this plan for before we make you a new one.

After your plan meeting



After your plan meeting, we will **approve** your plan as soon as we can.

When we approve your plan, we agree to everything in it.



Sometimes we can approve your plan at your plan meeting.



We will let you know how long we think it will take to approve your plan.

If we need more information, it might take longer.



We will aim to approve your plan 56 days after you join the NDIS.



For children under 9 years old we will aim to approve their plan in 90 days.



We will send you a copy of your plan when we approve it.



You can ask us to send a copy of your plan to other people as well.



You can start using your plan after we approve it.



You can have a meeting with us about how to start using your plan.

We call this a 'plan implementation meeting'.



You can find out more about how to start using your plan on the NDIS website.

[ourguidelines.ndis.gov.au/your-plan-menu/
your-plan](https://ourguidelines.ndis.gov.au/your-plan-menu/your-plan)

More information

For more information about this fact sheet, please contact us.



You can call us.

1800 800 110



You can send us an email.

enquiries@ndis.gov.au



You can visit one of our offices in person.

You can find an office near you on the
NDIS website.

www.ndis.gov.au/contact/locations

Word list

This list explains what the **bold** words in this fact sheet mean.



Approve

When we approve your plan, we agree to everything in it.



Budget

Your budget is how we split the funding in your plan.



Draft

A draft is a document that is not finished.
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Funding

Funding is the money from your plan that pays for the supports you need.

NDIA planner



An NDIA planner is someone who:

- works for the NDIA
- makes new plans
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NDIS plan



Your NDIS plan is a document that has information about:

- you and your goals
- the supports you need
- the funding the NDIS will give you.



Plan manager

A plan manager is someone who will manage your funding for you.



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Notes





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