



# How to apply for the NDIS

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 page 20.



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](http://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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## Who can take part in the NDIS



We follow the laws for the National Disability Insurance Scheme (NDIS) when we decide who can take part.



To take part in the NDIS, you need to be younger than 65 years old.



You need to live in Australia.



You need to be an Australian **citizen**.



A citizen is someone who has the rights of a certain country.

This is because they:

- were born there
- or
- passed a test to become a citizen.



Or you need to be a **permanent resident**.

If you are a permanent resident of a country, you are allowed to live there but you are not a citizen.



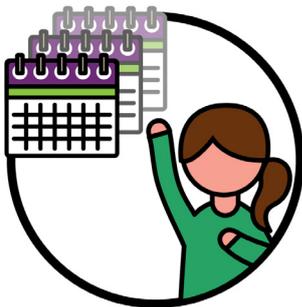
You do not need to be a citizen or a permanent resident if you have a Protected Special Category **Visa**.



A visa is a document that says you can go to another country for a certain amount of time.

This might be to:

- travel
- work
- live.



To take part in the NDIS, you need to have a disability that:

- will last a long time
- affects your daily life.



Or you need to have **evidence** to show that if you get support now, you will need less support later in life.

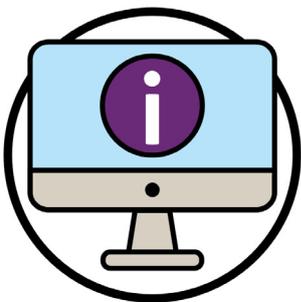


Evidence is proof that something is true.



You can visit the NDIS website to check if you can take part in the NDIS.

[www.ndis.gov.au/applying-access-ndis/  
am-i-eligible](http://www.ndis.gov.au/applying-access-ndis/am-i-eligible)



You can also find out more about if you can take part in the NDIS on the NDIS website.

[ourguidelines.ndis.gov.au/disability-  
requirements](http://ourguidelines.ndis.gov.au/disability-requirements)

## How you can apply for the NDIS



To apply for the NDIS, you will need a my NDIS contact.

Your my NDIS contact is a support person who you have a lot of contact with.



Your my NDIS contact is the main point of contact for you and your family in the NDIS.

They will:

- give you information about the NDIS
- help you understand what supports you can get
- support you to take part in the NDIS.



Your my NDIS contact can be a **local area coordinator**.

A local area coordinator is someone who helps people with disability find and use supports.



Your my NDIS contact can also be an **early childhood partner**.

An early childhood partner is someone who supports children with disability and their families.



They also support children with **developmental delay**.

When a child has a developmental delay, they might not grow or develop in the same time as other children of the same age.

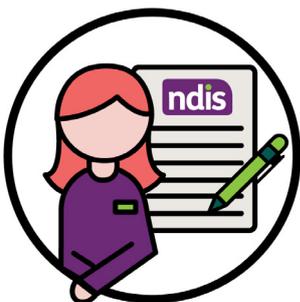
This means they may need extra help to do everyday things.



Or your my NDIS contact can be an **NDIA planner**.

An NDIA planner is someone who:

- works for the NDIA
- makes new plans.





You might already have a my NDIS contact if you get support from the NDIS.



You can use the NDIS website to find a local area coordinator or early childhood partner in your area.

They will connect you to a my NDIS contact.

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



We can also help you connect to a my NDIS contact in your area.



You can call us.

**1800 800 110**



Or you can visit one of our offices.

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

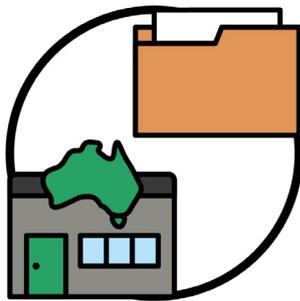
**[www.ndis.gov.au/contact/locations](http://www.ndis.gov.au/contact/locations)**

## What information you need to apply



To apply for the NDIS, you need to give us information about:

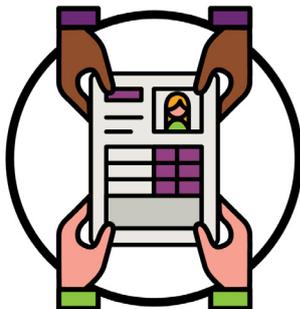
- who you are
- how your disability affects your life.



The easiest way to share information about you is to let us to look at your Centrelink record.

We will only check:

- how old you are
- where you live.



If you do not want us to look at your Centrelink record, you can give us copies of personal documents.



For example, a copy of your:

- birth certificate or your passport to show how old you are
- passport to show where you live.



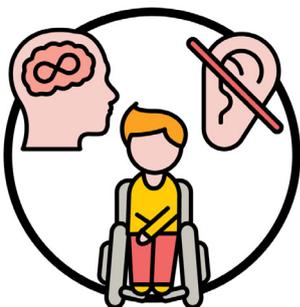
We also need evidence about:

- your disability
- how your disability affects your life.



Your my NDIS contact can support you to understand:

- what evidence about your disability that we need
- how to collect this evidence.



The information we need will depend on your disability.



You can find out more about what evidence we need on the NDIS website.

[www.ndis.gov.au/types-disability-evidence](http://www.ndis.gov.au/types-disability-evidence)

## Who can give evidence of your disability?



Your health professionals can give evidence of your disability.

For example, your doctor.



Usually, we need evidence from the health professional who:

- is the main person supporting your disability
- has treated you for at least 6 months.



For children younger than 6 years old, their early childhood partner can give evidence.



We have information on the NDIS website for health professionals.

It can help them know what evidence to provide.

[www.ndis.gov.au/applying-access-ndis/how-apply/information-gps-and-health-professionals](http://www.ndis.gov.au/applying-access-ndis/how-apply/information-gps-and-health-professionals)

## After you apply



After you apply, we will contact you within 21 days to let you know our decision.



We will make our decision based on the laws for the NDIS.



We might also need to ask you for more information.



If we decide that you can take part in the NDIS, we will tell you:

- how we made our decision
- what happens next.



We will make a plan with you about what:

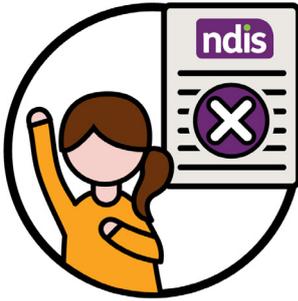
- your goals are
- support you need.



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

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

## If we decide you can't take part



If we decide you cannot take part in the NDIS, we will:

- tell you why
- explain what you can do if you don't agree with our decision.



You can find out more about what you to do if you disagree with a decision on the NDIS website.

[ourguidelines.ndis.gov.au/home/reviewing-decision/reviewing-our-decisions](https://ourguidelines.ndis.gov.au/home/reviewing-decision/reviewing-our-decisions)



You can apply again if:

- your situation changes
- you get new information.



We can still support you even if you cannot take part in the NDIS.



We can connect you to support in the community.



We can also connect children to support in the community.

You can find out more about community supports for children on the NDIS website.

[ourguidelines.ndis.gov.au/early-childhood/early-connections](https://ourguidelines.ndis.gov.au/early-childhood/early-connections)

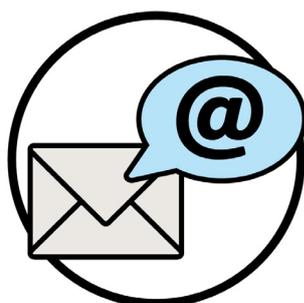
## More information

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](mailto: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](http://www.ndis.gov.au/contact/locations)**

## Word list

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



### **Citizen**

A citizen is someone who has the rights of a certain country.

This is because they:

- were born there
- or
- passed a test to become a citizen.



### **Developmental delay**

When a child has a developmental delay, they might not grow or develop in the same time as other children of the same age.

This means they may need extra help to do everyday things.



### Early childhood partner

An early childhood partner is someone who supports children with disability and their families.



### Evidence

Evidence is proof that something is true.



### Local area coordinator

A local area coordinator is someone who helps people with disability find and use supports.



### NDIA planner

An NDIA planner is someone who:

- works for the NDIA
- makes new plans.



## Permanent resident

If you are a permanent resident of a country, you are allowed to live there but you are not a citizen.

## Visa

A visa is a document that says you can go to another country for a certain amount of time.

This might be to:

- travel
- work
- live.



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# Notes





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