



Self-manage your NDIS funding

A guide to managing your own NDIS funding

October 2024

Easy Read version



ndis

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

How to use this guide



The National Disability Insurance Agency (NDIA) wrote this guide.

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



We wrote this guide in an easy to read way.

We use pictures to explain some ideas.



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 24.



This is an Easy Read summary of another guide.

This means it only includes the most important ideas.



You can find the other guide on the NDIS website.

[www.ndis.gov.au/participants/using-your-plan/
self-management](http://www.ndis.gov.au/participants/using-your-plan/self-management)



You can ask for help to read this guide.

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

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Manage your own funding



Funding is money from the government that pays for services and supports.



When you **self-manage**, you manage your own funding.

This means you use your funding to pay for your own National Disability Insurance Scheme (NDIS) supports.



When you self-manage, you have more choice and control over your NDIS supports.



You can also try different **providers** to find one that is right for you.

Providers support people with disability by delivering a service.



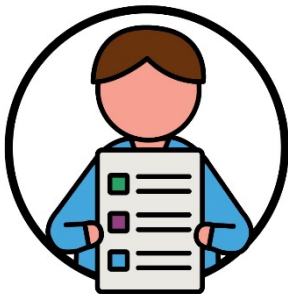
You can ask someone you trust to help you self-manage if you need support.



You must follow the rules about how to use your funding when you self-manage.



The rules say you can only use your funding for NDIS supports.



The rules also say you need to follow your **NDIS plan**.

Your NDIS plan is a document that has information about:



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

Rules about who can self-manage

The rules say you can only self-manage if:



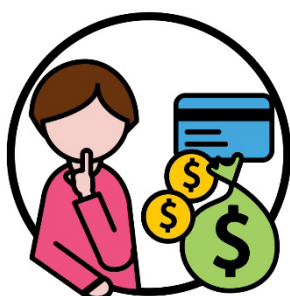
- you don't owe money that you can't pay back



- managing your own funding won't put you at risk of harm



- we believe you will follow the rules about how to use funding.



You can't self-manage if you have done a crime that includes **fraud**.

Fraud is when you do something that is not honest on purpose.



You also can't self-manage if a court said you need to spend **2 or more years** in prison.

What you need to do

Manage your NDIS supports



You need to find and buy the NDIS supports you have funding for.



You should create a written agreement between you and your service provider.

This agreement should explain:



- the NDIS supports you will get



- how you will pay for the NDIS supports.

Manage your funding



You need to only use funding to pay for supports in your NDIS plan.



You need to make sure you don't spend your funding too quickly.



This means you need to make sure your funding will last for **2 years** if your NDIS plan lasts for **2 years**.



You need to pay for your NDIS supports on time.



You need to ask the NDIS to pay for an NDIS support.

We call this making a **claim**.

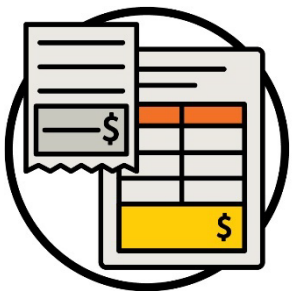


You need to make sure the information in your claim is true.



You need to keep records about how you spend your funding.

You need to keep these records for **5 years**.



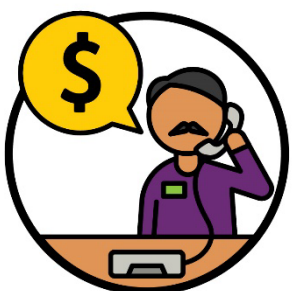
This includes:

- receipts from your providers
- **invoices.**



An invoice is a document that shows:

- what services you used
- how much you need to pay.



We might ask to check how you are spending your funding.

For example, we might ask to see your records.



You need to share your records with us when we ask to see them.



If you use your funding the wrong way, you might have to pay it back to the NDIS.



But we know that mistakes can happen.



You should talk to us if you make a mistake with your funding.

We will work with you to fix it.

Tell us about changes in your life



You need to tell us if something in your life has changed.



And this makes it hard for you to self-manage your funding.

For example, if you:



- break the law and are not allowed to self-manage your funding

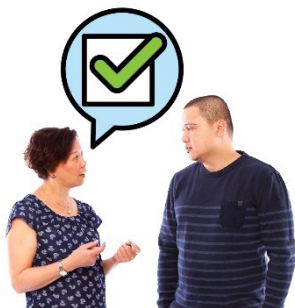


- no longer have the skills to self-manage your funding.

Manage your workers



You need to understand what you need to do to manage your workers if you choose to hire them yourself.



You can ask your workers to do an **NDIS worker screening check**.



An NDIS worker screening check finds out if workers are safe to work with people with disability.



You need to understand the **NDIS Code of Conduct**.



The NDIS Code of Conduct is a set of rules that helps workers and providers treat people with disability:

- safely
- fairly
- with respect.



You can read the NDIS Code of Conduct on the NDIS Quality and Safeguards Commission website.

www.ndiscommission.gov.au/rules-and-standards/ndis-code-conduct#paragraph-id-7713

Learn to self-manage



You need certain skills to be able to self-manage your funding.

For example, you need to be able to manage money well and keep good records.



You might need support to build these skills.



You can learn from other people who self-manage their funding.



You can get training from other organisations about how to self-manage your funding.



Your my NDIS contact or **support coordinator** can also help you learn.

A support coordinator is someone who helps people with disability plan and use their supports.



Your my NDIS contact can help you find NDIS supports to build your skills.



You might be able to pay for these NDIS supports with your NDIS funding.



You can find more information about learning to self-manage your funding on the NDIS website.

www.ndis.gov.au/participants/using-your-plan/self-management

Understand your NDIS plan



You will get your NDIS plan:

- on the my NDIS portal or app
- in the mail.

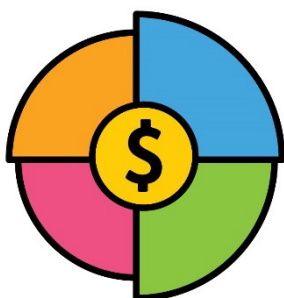
It will have **2** parts:



- information about you and your goals



- what NDIS supports you get funding for.



The NDIS will split your funding across up to **4 types** of NDIS support.



1. **Core supports** are for everyday activities.



2. **Capacity building supports** help you build skills to:

- do things for yourself
- work towards your goals.



3. **Capital supports** are for things that:

- can cost a lot of money
- you might only need to buy once
- make sure your home works well for you.



4. **Recurring supports** is funding the NDIS pays you regularly.

This funding is for transport, like trains or taxis.



You need to tell us which of these types of NDIS support to use when you make a claim.

Pay for NDIS supports



When you self-manage, you need to pay:

- your providers
- any workers you hire.



We can't pay them for you.



There are **2** ways to pay.

Make a claim before you pay



You can use your funding to pay for your NDIS supports.



You can make a claim after your provider or worker has given you their invoice or timesheet.



You can use the invoice or timesheet to make a claim.



We will give you funding from your NDIS plan to pay your provider or workers.



You might do this for an NDIS support that:

- costs a lot of money
- you can't pay for straight away.

Make a claim after you pay



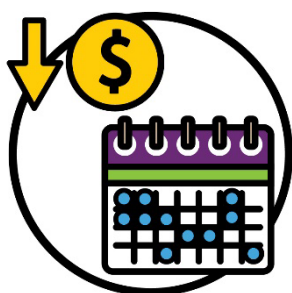
You can use your own money to pay for your NDIS supports.



Then you can use your receipt to make a claim after you have used the NDIS support.



We will use funding from your NDIS plan to pay this money back to you.



You might do this for an NDIS support that:

- doesn't cost too much
- you use often.

More information

For more information about this guide, please contact us.



You can visit the NDIS website.

www.ndis.gov.au



You can call us.

1800 800 110



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Follow us on Instagram.

[@ndis_australia](https://www.instagram.com/ndis_australia)



Follow us on LinkedIn.

[au.linkedin.com/company/
national-disability-insurance-agency](http://au.linkedin.com/company/national-disability-insurance-agency)

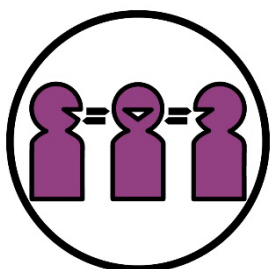
Support to talk to us



You can talk to us online using our webchat feature at the top of our website.

www.ndis.gov.au

If you speak a language other than English, you can call:



Translating and Interpreting Service (TIS National)
131 450

If you have a speech or hearing impairment, you can call:



TTY
1800 555 677



Voice Relay
1800 555 727



National Relay Service
www.accesshub.gov.au

Word list



Capacity building supports

Capacity building supports help you build skills to:

- do things for yourself
- work towards your goals.



Capital supports

Capital supports are for things that:

- can cost a lot of money
- you might only need to buy once
- make sure your home works well for you.



Claim

A claim is when you buy an NDIS support and ask the NDIS to pay for it.



Core supports

Core supports are for everyday activities.



Fraud

Fraud is when you do something that is not honest on purpose.



Funding

Funding is money from the government that pays for services and supports.



Invoice

An invoice is a document that shows:

- what services you used
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- fairly
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NDIS plan



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Provider

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Recurring supports

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This funding is for transport, like trains or taxis.



Self-manage

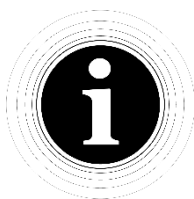
When you self-manage, you manage your own funding.

This means you use your funding to pay for your own NDIS supports.



Support coordinator

A support coordinator is someone who helps people with disability plan and use their supports.



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