Changing your plan

This fact sheet explains:

- What type of plan change do you need?
- What is a plan variation?
- What is a plan reassessment?
- What happens next?

What type of plan change do you need?

The NDIS is designed to give you the reasonable and necessary supports you need to build your skills, maximise your independence and help you pursue your goals. If your circumstances and disability support needs change, your plan may also need to change.

There are two different ways we can change your plan:

- plan variations
- plan reassessments.

If we decide to change your plan, we'll only fund a support if it relates to your disability. This means there must be a direct link between your disability support needs and the NDIS supports we fund.

For more information, you can read Our Guideline – Plan variations and Our Guideline – Plan reassessments on the NDIS website.

What is a plan variation?

A **plan variation** is where we make changes to your current plan. There are some changes we can make to your current plan without doing a plan reassessment. We can vary your plan if you ask us to, or if we think a plan variation is needed. When we decide to vary your plan, we call this a CEO-initiated plan variation.

We can vary your plan:

- to fix an error in your plan
- to change your plan statement of goals or aspirations
- to change your plan reassessment date
- to change how your funding is managed
- to change your funding periods or funding components
- to update who needs to provide a support or how it needs to be provided
- to add crisis or emergency funding because of a significant change to your NDIS support needs
- to make a minor variation to your plan to increase your funding
- if you've given us the information, quotes or reports we asked for.

You may need to give us new information or evidence to help us decide if we can vary your plan. The type of information or evidence depends on the reason you're asking for a plan variation. To learn more, go to Our Guideline – Plan variations.

If you meet the high support needs criteria, we may be able to vary your plan after a support determination has been applied. This type of plan variation is only for participants who meet the high support needs criteria and need more funding to meet their 24-hour disability support needs. You need to ask us for this plan variation within **90 days** of when the support determination was applied to your plan.

Learn more about high support needs and how we decide if we can vary your plan in Our Guideline – Plan variations.

Who can ask for a plan variation?

We can accept plan variation requests from:

- you
- your plan nominee
- if the participant is a child, the child representative.

You need to give your consent for someone other than you, your plan nominee or your child representative to ask for a plan variation for you.

If you want to give someone consent to ask for a plan variation on your behalf, you can:

- complete the consent for your NDIS information form
- contact us and we'll record your consent. You can choose to give consent verbally or in writing.

Learn more about How to give consent.

How to ask for a plan variation

You can ask for a plan variation at any time. You can request a plan variation by:

- completing the plan variation request form
- contacting us.

To learn more about how to ask for a plan variation, go to Our Guideline – Plan variations.

What is a plan reassessment?

A **plan reassessment** is when we replace your current plan with a new one. We may need to reassess your plan if your ongoing need for NDIS supports has significantly changed and your current plan doesn't meet your disability support needs.

We can reassess your plan if there's been a significant and ongoing change to your:

- functional capacity
- personal situation or environment.

Sometimes, we may decide to do a CEO-initiated plan reassessment. We'll talk to you about why you need a plan reassessment and work with you to create your new plan.

When we do a plan reassessment, we'll look at everything in your plan. You'll meet with an NDIS planner to create your new plan. In this case, your old plan will end, and you'll receive a new plan with new funding.

When there's been a significant and ongoing change to your situation

Sometimes your plan may no longer meet your disability support needs. You can ask for a plan reassessment if your ongoing need for NDIS supports has significantly changed. We want to make sure you're getting the right supports in your plan.

For example, you may need personal care supports if your usual informal supports can't support you anymore and the change is ongoing.

You can talk to your support coordinator, recovery coach or my NDIS contact about your situation and what has changed.

To learn more, go to Our Guideline – Plan reassessments.

When the reassessment date in your plan is coming up

We may reassess your plan before the reassessment date in your plan. We'll arrange a check-in meeting with you around 3 months before your plan reassessment date. At this check-in meeting, we'll talk to you about how your plan is meeting your needs. We'll also write to you to let you know your reassessment is coming up.

We do this to make sure your NDIS supports continue to meet your disability support needs and circumstances as your life changes. It's a good chance to think about how your plan is working for you and if your goals or disability support needs have changed.

If your circumstances haven't changed and your current plan is still meeting your disability support needs, we may consider approving a new plan with the same NDIS supports. To learn more, go to Our Guideline – Plan reassessments.

Support determinations will apply to reassessed old framework plans approved on or after 1 October 2026. This may reduce the funding you have available for some supports or support categories in your plan.

Who can ask for a plan reassessment?

We can only accept plan reassessment requests from:

- you
- your plan nominee
- if the participant is a child, the child representative
- your legal guardian.

You can't give consent to someone else to ask for a plan reassessment on your behalf.

If someone else tells us you're at risk because of a change in your disability support needs, we'll contact you. We'll talk to you to understand your situation.

How to ask for a plan reassessment

To ask for a plan reassessment, you'll need to give us a completed plan reassessment request form. You'll need evidence that shows a significant change to your ongoing disability support needs either because of:

- a change to your functional capacity that's directly related to your disability support needs, or
- a change in your personal situation or environment.

You need to give us any assessments, reports, or other evidence from your treating professionals so we can understand your disability support needs. To learn more about the different evidence we need to add specific NDIS supports in your plan, go to Factsheet – Evidence we need to include NDIS supports in your plan.

If your request isn't made using the plan reassessment request form and doesn't include all the information and evidence we need, it won't be a valid request. We can't make a plan reassessment decision if your request is not valid. If you need help to complete the form, you can contact us.

To learn more about how to ask for a plan reassessment, go to Our Guideline – Plan reassessments.

What happens next?

After you ask us to change your plan, we'll make a decision:

- within **21** days for a plan variation
- within **90** days for a plan reassessment.

We'll let you know if we need more information to make our decision.

To learn more, go to Our Guideline – Plan reassessments and Our Guideline – Plan variations.

If we decide to change your plan, we'll work with you to make the changes you need. We'll also send you a copy of your new plan within 7 days of your plan being approved.

If we decide not to change your plan, we'll explain our decision. We'll talk to you about your review rights and other ways we can support you. For more information, go to Our Guideline – Reviewing our decisions.

National Disability Insurance Agency

ndis.gov.au

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Webchat Contact

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For people who need help with English

TIS: 131 450

For people who are deaf or hard of hearing

TTY: 1800 555 677

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National Relay Service: accesshub.gov.au