

Checklist: changing your plan

How to use this checklist

This checklist will help you with preparing 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](#) page on the NDIS website
- call us on **1800 800 110**
- send us an email at enquiries@ndis.gov.au

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 plan.

I know I can ask for changes by:

- ☐ [Completing a form](#)
- ☐ [Calling the NDIA](#) on **1800 800 110**
- ☐ [Visiting an NDIS partner office.](#)

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 plan.

☐ I have the assessments, reports or other evidence from my health professionals to show my support needs have changed and my plan needs to be reassessed.