



# Managing your funding

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?

How you can manage your funding	4
Deciding how you will manage your funding	9
What providers you can use	11
How much you need to pay for your supports	12
How to pay for your supports	15
More information	19
Word list	20

## How you can manage your funding



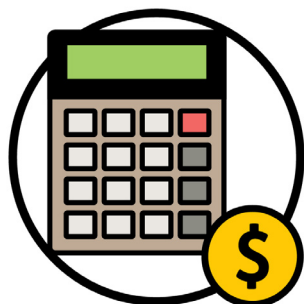
There are 3 ways you can manage your **funding**.



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



Your NDIS plan explains how the NDIS will support you.



We explain the ways you can manage your funding in the sections below.

## 1. The NDIA can manage your funding



You can ask the NDIA to manage the funding in your plan for you.

We call this 'Agency-managed'.



This means the NDIA will use your funding to pay your **providers** for you.



Providers support people who take part in the NDIS by delivering a service.



The NDIA will also record how you spend your funding.

## 2. A plan manager can manage your funding



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

They can:



- use your funding to pay your providers



- record how you spend your funding.



A plan manager can also help you build your skills to manage your own funding.



We can include funding in your plan to pay a plan manager.

### 3. You can manage your own funding



You can ask to manage your own funding in your plan.

We call this 'self-managed'.



Your child representative can ask to manage the funding in your plan.

A child representative is an adult who makes decisions about the NDIS for a child **participant**.



Participants are people with disability who take part in the NDIS.



Your **nominee** can also ask to manage the funding in your plan.

A nominee is someone you choose to:

- make decisions for you
- do things for you.



When you self-manage the funding in your plan, you have more choice and control over your supports.



But it can be hard to self-manage your funding.



It is important you understand your **responsibilities** when you manage the funding in your plan.

Responsibilities are things you need to do.



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

[www.ndis.gov.au/self-management-responsibilities](http://www.ndis.gov.au/self-management-responsibilities)

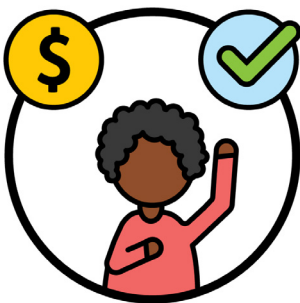
## Deciding how you will manage your funding



We will ask how you want to manage your funding at your plan meeting.



We will also make sure you understand your responsibilities.



Most of the time, it will be ok for you to manage your funding the way you want.

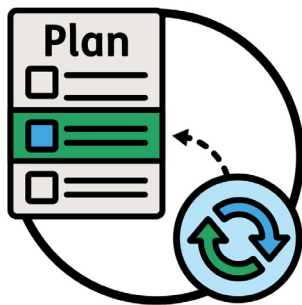


We will talk to you about what you can do if there are any risks with the way you want to manage your funding.



You can ask us to change the way you manage your funding at any time.

You can also do this as many times as you want.



We will do a **plan variation** to change the way you manage your funding.

A plan variation is when we change small parts of your plan.



We will not need to check your whole plan if you only want to change the way you manage your funding.

## What providers you can use



When the NDIA manages your funding, you must use **registered providers** to deliver your supports.



Registered providers:

- are on an official list
- have to follow strict rules.



If you use a plan manager, you can use providers who are:

- registered
- not registered.



You can also use both types of providers if you self-manage your funding.

## How much you need to pay for your supports

It is your responsibility to make sure you:



- use your funding only for supports in your plan



- have enough funding for the supports you choose.



We have rules for how much money some supports can cost.



Registered providers must follow our rules about how much supports can cost.



Providers that are not registered can choose how much their supports cost.



When the NDIA manages your funding, you cannot pay more than what our rules say.



If you use a plan manager, you also cannot pay more than what our rules say.



If you self-manage your funding, you can decide to pay more than what our rules say.

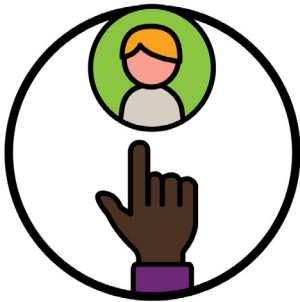


But you still must make sure you have enough funding for the supports you need.

Sometimes in your plan we will tell you:



- how much you can spend on a support



- what provider you need to use.



When we do this, you must use your funding the way we have said in your plan.

## How to pay for your supports



If the NDIA manages your funding, we will pay your providers for you.



If you use a plan manager, they will use your funding to pay your providers for you.



You must make sure your supports get paid.



You can use the my NDIS participant portal and app to check how you are spending your funding.



You can find out more about the my NDIS portal and app on the NDIS website.

[improvements.ndis.gov.au/portal-and-app](https://improvements.ndis.gov.au/portal-and-app)



If you think your provider or plan manager have made a mistake, you can contact us.

## If you self-manage your funding

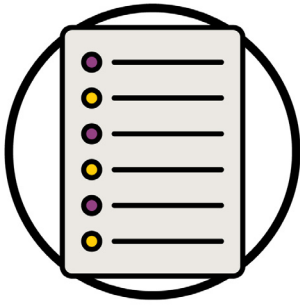


If you self-manage your funding, then you must pay your providers yourself.



You can find out more about how much you need to pay on the NDIS website.

[ourguidelines.ndis.gov.au/paying-for-supports](https://ourguidelines.ndis.gov.au/paying-for-supports)



It is important that you:

- keep track of the supports you use
- record how much funding you spend.



For example, you will need to keep your **invoices** to show how you spend your funding.



Invoices are documents that include:

- a list of services that need to be paid for
- the amount that needs to be paid.



We can ask you for copies of the documents at any time.



You will need to make a **claim** through the my NDIS portal or app.



When you make a claim, you ask the NDIS to pay for a support.



We will give you the funding you need to pay your providers within 2 business days.

## 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.



### **Claim**

When you make a claim, you ask the NDIS to pay for a support.



### **Funding**

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



### **Invoice**

An invoice is a document that includes:

- a list of services that need to be paid for
- the amount that needs to be paid.



### NDIS plan

Your NDIS plan explains how the NDIS will support you.



### Nominee

A nominee is someone you choose to:

- make decisions for you
- do things for you.



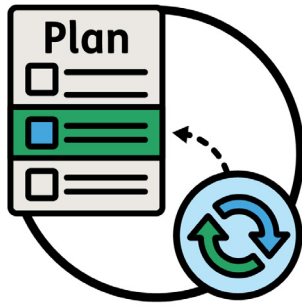
### Participant

Participants are people with disability who take part in the NDIS.



### Plan manager

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



## Plan variation

A plan variation is when we change small parts of your plan.



## Provider

Providers support people who take part in the NDIS by delivering a service.



## Registered providers

Registered providers:

- are on an official list
- have to follow strict rules.



## Responsibilities

Responsibilities are things you need to do.



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# Notes





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