On this page:

What a plan meeting is
What a plan meeting is for
What a plan meeting is like

What a plan meeting is

Your plan meeting is a conversation with the NDIA planner who approves your plan.

You'll have a plan meeting when we create your first plan or when your plan changes. You can ask questions during the meeting to make sure the plan suits your needs.

What a plan meeting is for

To make sure you understand the plan

Your NDIA planner will explain how your plan was created and how decisions were made about what type of NDIS supports are included.

To make sure the plan works for you

Your NDIA planner will check they have a good understanding of your situation to make sure the supports in your plan work for you.

You may give us new information or evidence in your plan meeting that means you need more, less or different supports. Your planner may then make changes to your plan during the meeting.

To help you understand what happens next

Your NDIA planner will approve your plan during or soon after your plan meeting.

Your approved plan will be available in the participant portals and app so that you can start using it.

Your plan will also be shared with your my NDIS contact. Either your my NDIS contact, support coordinator or recovery coach will contact you about setting up a plan implementation meeting

if you need one.

What a plan meeting is like

Your NDIA planner will invite you to a plan meeting once they're ready to show you your plan.

You can choose to have your plan meeting:

- in person
- virtually on a computer using Microsoft Teams
- by phone.

> **Tip: You can bring someone to the meeting to help you.**
>
> This might be a family member, friend, support coordinator or recovery coach. A plan meeting is about getting to know you and how your plan can help meet your needs.

Your planner will talk to you during the meeting about:

- your plan and budgets
- managing your plan
- recording your my providers on your plan
- consent for providers to see your plan
- using the my NDIS portal and app.

Your NDIA planner will approve your plan in the meeting if the NDIS supports in your plan fit your situation and will help you work towards your goals.

Your NDIA planner will also work with you to make changes to your plan if the NDIS supports don't fit your situation.

Approving your plan may take us longer if we need you to give us more information or get an assessment.

Related information

What is an NDIA planner

What is supporting evidence

Guide to your management options

This page current as of
11 September 2026