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## Know who to talk to about a change to your plan

If your situation or support needs change, your plan may also need to change.

First, talk to your [my NDIS contact](#), [support coordinator](#) or [recovery coach](#) about what's changed in your life. They may be able to help you use your budgets and NDIS supports flexibly to meet your needs. If this works for you, a change to your plan won't be needed.

If the change in your life means your plan no longer works for you, talk to your my NDIS contact. They can explain what new information and evidence we need to help us decide if we can make changes to your plan. The information and evidence we need will depend on the reason you're asking for changes.

Learn more about [how to ask for a change to your plan](#).

## Find out how our decision-making process works

### What we're looking for when thinking about making a change

We'll talk to you to understand why you need the change you're asking for.

We need to:

- work out whether it meets our guidelines for a change
- look at the information and evidence you give us to support the change
- consider how the changes you're asking for work with the rest of your plan
- confirm the change is for [NDIS supports](#) related to your disability.

## Understand the ways we can change your plan

### There are 2 ways we can change your plan:

- a plan variation (small change)
- a plan reassessment (big change).

Both plan variations and reassessments take 28 days for us to complete, once we have the information and evidence we need.

## What a plan variation is

A plan variation is a small change to part of your current plan.

This might include small changes to:

- your goals
- your plan's reassessment date
- the way you manage your funding
- provide funding for short-term supports if your situation changes suddenly
- add crisis or emergency funding because of a significant change in your support needs.

Learn more about [plan variations](#).

## What a plan reassessment is

A plan reassessment is when we replace your plan with a new one.

We do this when:

- you have a significant change in your life and your plan no longer meets your needs
- you need more, less or different NDIS supports
- your current plan's reassessment date is coming up and we need to work with you to create a new plan.

If we need to do a plan reassessment with you, your my NDIS contact, support coordinator or recovery coach can help you [prepare](#).

Learn more about [plan reassessments](#).

## If we decide to change your plan

Your [NDIA planner](#) will create a new plan for you and invite you to a plan meeting to talk about the decisions they've made.

Learn more about [plan meetings](#).

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## If we decide not to change your plan

We'll explain why we made that decision and the reasons behind it.

## What to do if you don't agree with our decision

You have the right to [request a review](#).

Learn more about [decision reviews](#).

## Our Guideline

Download the changing your plan guideline:

- [Changing your plan](#) - PDF 414.72 KB
- [Changing your plan](#) - DOCX 144.27 KB

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## Related information

### [How to ask for a change to your plan](#)

### [What is a plan variation](#)

### [What is a plan reassessment](#)

This page current as of  
4 May 2026