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> **Update:** Changes have been made to plan reassessments due to new NDIS laws. Participants can ask for changes outside of regular plan reassessments when there are significant or ongoing changes to their situation or support needs. Learn more about the legislation changes.

Understand the ways a plan can change

There are 2 ways we can change your plan:

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

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 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 your plan needs to change significantly and we replace it with a new one.

We do this when:

- you have a significant change in your life and your plan no longer meets your needs
- your current plan reassessment date is coming up and we need to work with you to create a new plan.

Learn more about plan reassessments.

Know how to ask for a change to your plan

Your situation or support needs might change, so your plan may need to change.

You should talk to your my NDIS contact, support coordinator or recovery coach about what's changed in your life. They can help you use your current plan and budgets and NDIS supports flexibly to meet your needs. Your plan won't need to change if this works for you.

You need to ask for a plan reassessment if the changes in your life are significant and your plan no longer works for you.

You need to ask for a plan variation if you need urgent, short-term or minor changes to your current plan.

We need information and evidence 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.

Our decision-making process

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.

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.

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 Guidelines

Plan reassessments

Download the plan reassessments guideline:

- Plan reassessments (PDF 275KB)
- Plan reassessments (DOCX 109KB)

Plan variations

Download the plan variations guideline:

- Plan variations (PDF 104KB)
- Plan variations (DOCX 283KB)

Related information

How to ask for a change to your plan

What is a plan variation

What is a plan reassessment

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