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What a plan variation is

When we do a plan variation, we only change part of your plan. We do plan variations when the change you've asked for fits within your overall package of NDIS supports. This means we don't need to do a plan reassessment to create a whole new plan for you.

What plan variations are for

There are a few things we can do a plan variation for, like changing:

- the reassessment date of your plan
- your goals
- your statement of your supports
- the way you manage your funding component amounts.

We can also use a plan variation to correct or add information. This could include:

- fixing a small or technical error in your plan
- adding assistive technology that has been recommended in an occupational therapist's report that we requested during planning.

You can ask for a variation if you have high support needs and budget reductions applied to your plan. Learn more about high support needs variations.

Crisis or emergency funding

You may need crisis or emergency funding. We can do this in a plan variation so you can quickly access your NDIS supports.

Using all your funding before the end of your plan or funding period isn't considered by itself an emergency.

What a plan variation is like

Plan variation request form

You, your plan nominee or child representative can ask for a plan variation at any time.

You need to give consent for someone else, like a support coordinator, to ask for a plan variation.

You can use this form to ask for a plan variation. You can also speak to your my NDIS contact or contact us about the changes you need.

We may ask you for information and evidence to support your request to vary your plan.

Plan variation request form

Download the plan variation request form:

- Plan variation request form (DOCX 131KB)
- Plan variation request form (PDF 619KB)

Send us your information

You can give us your complete form and evidence by:

- using our service hub
- mailing it to NDIA, GPO Box 700, Canberra ACT 2601
- delivering it in person to your my NDIS contact or local office.

How we make plan variations

We'll let you know our decision within 21 days once we have the information and evidence. We'll let you know if we need more time to review your request.

We'll tell you if we need more evidence from you to make the change or if we think you might need a plan reassessment.

We may decide not to change your plan. We'll let you know and explain why.

You'll get a copy of your varied plan within 7 days if we vary your plan.

High support needs variation

We'll decide within 21 days if you meet the criteria for high support needs if you've asked for this type of variation.

We'll decide within a further 21 days if we'll vary your plan under the high support needs criteria.

If you don't agree with our decision

You can request an internal review of a decision you don't agree with.

Related information

What is a plan reassessment

What is a check-in

What is a decision review

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