

The NDIS process explained in more detail

1 Determining eligibility

There are some eligibility criteria you will need to meet, in order to access the NDIS.

Age If you are under 65 years of age.

Residency If you live in Australia and are an Australian citizen, or you have paperwork that gives you permission to live here permanently.

Disability If your disability is likely to be permanent and significantly impacts on how you manage your everyday activities.

Contact the NDIA on 1800 800 110 to discuss your interest in participating in the NDIS. They can check to see if you are already in their system and if you are in their system they will inform you of what you need to do next. If you are not in their system they will ask you a few questions to determine if you are eligible for the NDIS. If you are eligible they will send you an Access Request Form.

2 Completing an Access Request form

If you meet the above eligibility criteria, you need to request an **Access Request form** directly from the NDIA by calling 1800 800 110.

Complete your Access Request form with as much detail and evidence as you can supply about your disability, i.e. eye reports, letters from your specialist etc. Once the forms are complete return them to the NDIA.

Once you have returned your completed Access Request form, the NDIA will contact you to schedule a time for a planning meeting. A planning meeting is your opportunity to tell the NDIA what supports or services you would like in order to assist you to live the life you choose.

It is important to note that for people who have previously accessed State Government Funding, they will not need to complete an Access Request Form as they have already been transitioned into the NDIS scheme. In this case the NDIA will contact you directly. If you are unsure you can check with the NDIA by calling 1800 800 110.

3 Pre-Planning (optional)

We understand that you may have many questions about the options available to you. Please know that our friendly team at Bundaleer is here to help you and would be happy to discuss all your options, and help plan your next steps. Call us anytime on (02) 6585 2811. We can help you by discussing your goals and aspirations, the supports and services you currently receive, and those you would like to receive. We call this a pre-planning meeting, after which staff can compile a summary outlining your discussion that you can take with you to your planning meeting with the NDIA. It is up to you whether you'd like a pre-planning meeting with us.

4 NDIA planning

At your planning meeting, the NDIA will document all the supports you currently receive, as well as any gaps or “unmet needs” and your goals or aspirations for the future.

You can take anyone you like along to your planning meeting to support you. The NDIA might ask you to have this meeting over the phone; however, you may also request a face to face meeting at the NDIA or in your home, where you can have a support person with you if you choose.

The NDIA Local Area Coordinator will contact you to advise of the outcome and a paper copy of the plan will be posted out to you.

Your first plan may include:

- The **Informal** supports you receive from family and friends.
- The **Community** and the **Mainstream** supports you receive from different support services and community organisations.
- **Reasonable** and **Necessary** supports these are the supports that the NDIA agree to fund based on the information you have provided. They are the things that you require to meet your immediate needs as well as to start achieving your goals and aspirations.

Once finalised, your first plan will provide you with details about the funding that has been allocated to you as an individual. You then get to choose where to spend this funding for supports that you need.

5 NDIA Plan Implementation

Your Approved Plan will be provided to you during a Plan Implementation Meeting with your NDIA Local Area Coordinator. If you would like the support at this meeting, please don't hesitate to request this.

Your first plan will be in place for 12 months. This will give you time to think about how these supports are working for you, to explore options getting involved with or accessing your local community and what you might need for your next plan, to help you continue achieving your goals in the future.

We appreciate that this can be an overwhelming time so the friendly staff at Bundaleer are only too happy to assist you in any way they can. Call us on (02) 6858 2811 to let us know how we can help.