

Starting my plan as an NDIS self-managed participant

Self-managing your plan gives you choice and control over the supports and services that you purchase to help you to achieve your goals.

During your planning conversation with NDIS, you will have the opportunity to discuss whether you would like to self-manage support budgets in your plan. This means that you, a family member or a trusted person will have complete control over your funds – including paying your supports and service providers. You can also work with either a Local Area Coordinator or Early Childhood Partner to help you connect with services and supports if you self-manage support budgets in your plan. Some people may also have a Support Coordinator funded in the plan to help them get started.

If you choose to self-manage your plan you will have the opportunity to select the individuals and service providers that work with you. You will have more control over your budget and service providers who will help you to achieve your goals. During your transition to the NDIS your existing provider may need to deliver some supports initially.

What happens?

If you self-manage some or all of the support budget outlined in your plan, you can select your preferred supports and service providers and then submit a Payment Request to NDIS for funds to cover the costs of supports provided. The funds will be deposited into your nominated bank account. If you choose to self-manage you will have:



1 Complete control over your funds.



2 The ability to choose any provider or support that will help you to meet your goals.



3 The capacity to be innovative and flexible in negotiating services and supports to best meet your needs within the funding available.



4 The capability to work with providers of your choice. They do not need to be registered with the NDIS.

Getting ready to self-manage your plan

As a self-managed participant you have specific roles and responsibilities. You will need to:

- select your preferred service providers (NDIS registered or not)
- establish Service Agreements and create Service Bookings for your supports and services
- request invoices and receipts for services
- process Payment Requests for the service through the NDIS Participant Portal myplace or using a claim form
- pay your service providers
- keep receipts and maintain records of services and supports used.

It is important that you are able to meet these responsibilities, or have the right support in place to help you meet these obligations.

Supports provided to NDIS participants are exempt from the Goods and Services Tax (GST). You should check invoices to ensure that GST is not being charged.

If you elect to self-manage your plan, you can choose how you pay your providers:

Option 1: Self-managed participants can negotiate with providers to pay invoices within seven to 30 days as part of their service agreements.

Option 2: Self-managed participants can submit a payment request prior (within one week) to receiving the support if participants have an established Service Agreement and the provider requires payment on day of service.

Option 3: A self-managing participant can choose to pay a service provider upfront and claim the expense back through the Scheme.

Choice and Control

As a self-managed NDIS participant, you can choose your service providers, self-employed contractors or you can become the employer.

For information on directly employing your own staff, please view the 'Engaging Your Own Staff' document found on www.ndis.gov.au

Getting ready for self-management of NDIS funds



1. Register for myGov website and link to NDIS Participant Portal myplace.



2. Review your personal information including bank details to ensure they're correct.



3. Read and understand your plan.



4. Identify options for community, mainstream and funded NDIS supports that help you to achieve your goals.



5. Meet with, choose and establish Service Agreements with provider; or recruit and employ your own staff. See your responsibilities on www.ndis.gov.au.



6. Create Service Bookings within myplace for the services you will receive from NDIS registered providers.



7. If you use non-registered providers, when you receive the invoice for a service you will need to submit a payment request for the amount in myplace and then pay your service provider.



8. Keep a copy of your invoices for all the services delivered.

More information

www.ndis.gov.au



1800 800 110
8am to 11pm (local time)
Monday to Friday

For people with hearing or speech loss



TTY: 1800 555 677



Speak and Listen: 1800 555 727

For people who need help with English



TIS: 131 450



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