

How to ask the NDIA for an early review

If your circumstances have changed and your NDIS plan doesn't meet your needs anymore, for example, you are moving out of home, or your key support person has changed, you can ask for an early review.

It is best to do this as soon as you can or as soon as you think you are going to need it because it may take a while to happen. If you start early it can help you to avoid running out of funding because the NDIS have high number of requests for reviews which is causing delays.

Read below for tips on what you can do to start this process.

Collect information and evidence



The NDIA will ask you questions such as:

- Why do you need to make changes to your plan?
- Has something changed in your life?
- What other supports do you need now?
- Is your current funding enough to meet your needs?

The more information and evidence you can provide to the NDIS to support your request, the better your chances are of having a successful and positive result.

Write your request



Write a letter to the NDIA explaining the changes you need and why. Answer all of the questions above and give them all of the evidence you have collected.

You can ask people to help you write your request. This includes your support coordinator, therapy providers or a home and living provider (eg. SIL). Or you can ask a friend or family member to help.

P2P will happily assist you with any information you need about your spending that you can take to the review.

Once you have written your request, send it to the NDIA. You can do it a few different ways.



Complete the [Change of Circumstance Form](#) and email or post to the NDIA.



Email a letter and evidence to: enquiries@ndis.gov.au



Call the National Contact Centre on: 1800 800 110 or call your Planner or LAC.



Post a letter and evidence to:
Chief Executive Officer
National Disability Insurance Agency
GPO Box 700
Canberra ACT 2601



Visit one of the [NDIS offices](#) and speak to the NDIA in person

Keep in Touch with the NDIA



During the review, it is important to keep in contact with the NDIA, especially if you are running out of funding.

If it has been a few weeks since you submitted your request, it's worth making a follow up call. The NDIS may ask for more information to support your claim.

If you are not happy with the response from the NDIA, you can submit feedback or complaints directly to the NDIA via their [website](#).

Monitor your Budget in Planability



[Planability](#) is a great way to keep track of your budget and spending.

It is an easy to understand overview of your budget and the time remaining in your plan. You can access it at all times and it stays up to date as your invoices are submitted.

You can easily see your invoices and reimbursement claims and how much you have spent.

Don't forget, if you have a support coordinator helping you, we can share this information with them as well. You can have a coordinator added or changed at any time by contacting the P2P team.

Visit [P2P](#) today to access resources and more that can help you make the most of your NDIS plan.

Visit our Website for more helpful resources!



Building NDIS skills: Learn NDIS skills through our 1 on 1 sessions with a plan manager.

You can come into the office, or attend online via Zoom.

We will help you with information about:

- How to understand your NDIS plan
- Budgeting tools and tips
- Working with and finding providers
- Exploring Home and Living options

Find out more on our website - [Click here.](#)

Personalised workshops: Join a tailored workshops like "Now I am 16" and "Now I am 18," designed to support your specific needs and personal growth.

If you are turning 16 or 18, these workshops are full of lots of useful and important information you need to know.

The sessions can be run individually or for a group.

Find out more on our website - [Click here.](#)



P.A.T.H. (Planning Alternative Tomorrow with Hope) is a internationally recognised tool that uses images to plan a vision of the future for a participant.

It is an great way to think about what you need from your plan to meet your goals and dreams and can be shared with the NDIA as part of the review process.

Find out more on our website - [Click here.](#)