

# 5 step checklist

**To access disability care through the NDIS (National Disability Insurance Scheme), you must:**

- ✓ Have a **permanent and significant disability** that affects your ability to take part in everyday activities
- ✓ Be under **65 years of age** when you apply.
- ✓ Be an **Australian citizen**, hold a **permanent visa**, or a **Protected Special Category visa**.
- ✓ Live in an area where the NDIS is available.

If you meet these criteria, follow the steps below to apply for the NDIS.

- ## 1 Confirm Eligibility

  - Visit the NDIS website at [www.ndis.gov.au](http://www.ndis.gov.au) or call **1800 800 110** to check your eligibility using the **Eligibility Checklist**.
  - You can also make an access request by calling the NDIS or completing a form online. Ensure you have your personal details and information about your disability ready.
- ## 2 Build your NDIS participant profile

  - Register for the NDIS by providing your personal details such as date of birth, address, contact information, and medical records about your disability.
  - Request a translator or interpreter service if needed, to assist with communication during this process.
- ## 3 Meet with an NDIS representative

  - After registration, an NDIS representative will contact you to arrange a planning meeting. This meeting may occur in person or over the phone.
  - During the meeting, you will discuss your goals, the support you need to achieve them, and the impact your disability has on your daily life.
  - Be prepared to provide evidence from health professionals, such as reports and assessments, that confirm the nature of your disability.
- ## 4 Receive your NDIS plan

  - Based on the planning meeting, the NDIS will create an individualised **NDIS Plan** tailored to your goals and needs.
  - The plan will include approved supports and funding. You will receive a copy of this plan by mail or through the **myplace portal**.
- ## 5 Choose service providers and start your plan

  - Once your NDIS plan is approved, use the **myplace portal** to search for registered NDIS service providers who can deliver the supports outlined in your plan.
  - Choose service providers based on your preferences and needs, then start receiving support.
  - If you need help managing the plan, you can request **Plan Management** services to assist with funding and coordination.