

Dear Local Area Coordinator / NDIA representative,

I am writing to formally request that you include Plan Management in my upcoming NDIS plan. I believe that Plan Management will allow me to make the most of my NDIS plan and use my funding in the best way possible.

I require Plan Management because:

- I do not have the capacity to take care of the time-consuming tasks of managing my NDIS plan;
- and/or I need the services of at least one unregistered provider and a Plan Manager to assist me in engaging and paying this provider(s).

This request is based on s.43(2) of the NDIS Act, which states that the “NDIA must give effect to a participant’s plan management request”.

Reference to this legislation is included in the NDIS operational guidelines which can be found at

www.ndis.gov.au/operational-guideline/planning/managing-funding-supports

Thank you in advance for including Plan Management in my NDIS plan.

If you have any questions about my request, please contact Plan Partners on 1300 333 700.

Yours sincerely,

Name: _____

Date: _____

Signature: _____