



Liberty Disability Services
People. Options. Power

**Disability is
new to me..**

**How do I
get started
with NDIS?**

Are you new to disability?

Maybe your child has recently been diagnosed with a disability.

Or maybe you've acquired a disability yourself.

However it is that you're now a part of the disability community, we are here with you.

Disability or not, there's a chance you've probably heard about the National Disability Insurance Scheme, otherwise known as the NDIS.

And now that you're a part of the disability community and need support- You might be wondering...

“How do I get started with the NDIS?”

The NDIS can open the door to **valuable** support services that help people build independence, work towards their goals and participate more in everyday life.

However, knowing where to begin can feel confusing, especially if you are new to the NDIS.

**The good news is
that you don't have
to know everything
all at once!**

Starting your NDIS
journey is a process,
and it's okay to take
things one step at a
time.

This simple guide
walks you through
the key steps
involved in applying
for the NDIS

and explains what
you can expect once
you become an NDIS
participant.

In this guide, we'll cover the following steps:

Step 1:
Check if your eligible

Step 2:
Connect with an NDIS partner

Step 3:
Gather information about your disability

Step 4:

Complete your
application

Step 5:

Submit your
application and
wait for a decision

We'll then look at
what happens next,

Including:

Understanding your
NDIS plan

Exploring support
services

Finding providers
that are right for you.

We'll also explain
how Liberty
Disability Services
can support you
throughout your
NDIS journey,
including assistance
with the application
process.

You're not on your own.

Whether you're applying for the NDIS for the first time, supporting a family member or trying to understand what happens after you receive your first plan, having the right information and support can make the journey easier.

Let's take it one step at a time, together.

Step 1: Check if you're eligible

The first step in your NDIS journey is to find out whether you meet the requirements to access the National Disability Insurance Scheme (NDIS).

Generally, the NDIS is for people with a 'permanent and significant disability' who meet certain requirements relating to **age, residency and disability**.

There are also early intervention pathways for some people who may be eligible.

As part of this step,
you will need to
provide identity
check documents to
the NDIS.

They will need to see
three different
identity documents,

which may include:

- Full birth certificate
- Passport
- Australian citizenship certificate
- Medicare card
- Bank card (with your name on it)
- Utility account with your name and current address

If you'd like more information about how to check your eligibility, the NDIS further explains this step further on their website:

<https://www.ndis.gov.au/applying/eligibility-requirements/how-check-your-eligibility#step-1-provide-identity-check-documents>

Please note!

NDIS access requirements can change, so it's important to check the current eligibility criteria and application information directly with the NDIS.

You can find the latest information about NDIS access requirements on the official NDIS website.

Learn more about NDIS eligibility requirements

If you're unsure about where to start, Liberty Disability Services Pty Ltd can also help you understand this step and what information you may need to provide.

Contact us, let's take the first step with confidence.

Step 2: Connect with an NDIS partner

Applying for the NDIS can feel overwhelming.

But you don't have to go through the process alone.

The NDIS recommends connecting with an NDIS partner who can help you understand the application process, what information you may need to provide, and what to expect next.

If you are unsure
who your local NDIS
partner is, you can
contact the NDIS on
1800 800 110

Or use the NDIS
office finder.

Alternatively, our friendly team at Liberty Disability Services Pty Ltd can assist you with the entire application process, providing guidance and support.

We help you understand each step involved and prepare the information you may need.

Step 3: Gather information about your disability

The NDIS needs information and supporting evidence to understand your disability, your individual circumstances, and how your disability affects your everyday life.

This evidence may include reports, assessments or letters from relevant health professionals who understand your individual needs and circumstances.

Depending on your situation, supporting evidence and documentation might come from a doctor, occupational therapist, psychologist, physiotherapist, speech pathologist or another appropriately qualified professional.

The important thing is that the evidence clearly explains:

- Your disability or impairment
- How it affects your everyday life (communication, mobility, self care, learning)

- The challenges or support needs you experience
- Why you may require support through the NDIS

It can take time to collect the right information, so don't worry if this step doesn't happen overnight.

The NDIS encourages applicants to take the time they need to gather the appropriate supporting evidence.

And don't forget,
support is available!

Our team at Liberty
Disability Service Pty
Ltd is more than
happy to assist you in
this process.

You don't have to do
it alone, we're here to
support you every
step of the way.

Step 4: Complete your NDIS application

Once you have gathered the information and supporting evidence you need, you can move forward with your NDIS application.

Part of this step is to complete an 'Access Request Form'.

An 'Access Request Form' is the official application document used to apply for and join the NDIS.

The Access Request Form will generally ask for information about:

- You and your circumstances
- Your age and residency
- Your disability

- How your disability affects your everyday life (social participation, working or studying, managing everyday activities)
- Supporting evidence from relevant professionals

Remember, you don't need to be an expert on the NDIS before you apply.

If there are parts on the form that confuse you, that's okay.

There is support to help you understand and navigate this document, so you feel confident in your application.

Depending on your circumstances, an NDIS partner may be able to assist you with completing your application.

The team at Liberty Disability Services Pty Ltd may also be able to assist you with this step, so feel free to contact us.

The application and planning processes are there to help the NDIS understand your circumstances, your support needs and the goals you may have.

Step 5: Submit your application and wait for a decision

Once your application and supporting information is ready, you can submit your documents to the NDIS.

There are several ways you can submit your application:

- **Online** through the NDIS Service Hub
- **By mail** to: NDIA
GPO Box 700
Canberra ACT 2601
- In person at your local NDIS office

Once your application and supporting information has been submitted, the NDIS will assess your application and let you know the outcome.

The NDIS states that it generally makes a decision within **21 days** after receiving all the information.

If your application is approved, you become an **NDIS participant** and can begin the next steps in your NDIS journey.

So, what happens next?

First, start to understand your NDIS plan.

This is where things can sometimes start to feel a little overwhelming.

In your NDIS plan, there can be different types of funding, budgets, support categories, providers and NDIS terminology to understand.

Knowing how your plan works and how to use your funding effectively can take time, and that's okay!

Ask questions, seek clarification and remember- you don't have to figure it all out on your own.

Liberty Disability Services Pty Ltd can help you understand your NDIS plan, explore your different support options and navigate the next steps with greater confidence.

Then, find the right support services for you

Once you begin to understand your NDIS plan, you can start exploring the support services that may help you work towards your goals and live the life you want.

Depending on your circumstances and what is included in your ndis plan, this may include supports such as:

- Support Coordination
- Plan Management
- Psychology
- Community participation
- Personal support
- Therapy and other disability-related services

This part might also be a little overwhelming! With so many services and providers out there, it can be difficult to know what to choose, and what suits you best.

But once again, you don't have to do this all by yourself. We're here to guide and support you, **every step of the way.**

We believe your supports should be about more than simply ticking boxes. Your supports should empower you.

They should reflect your life, your goals, your preferences and what matters to you as an individual.

Our team provides a range of NDIS services across Australia, including Support Coordination, Plan Management, Psychology and other individualised supports.

If you need assistance in finding suitable support services that work towards your goals, we can help you connect with supports that are truly meaningful for you and your life.

What is Support Coordination?

If Support Coordination is included in your NDIS plan, a Support Coordinator can help you understand your plan and funding, connect with suitable providers and coordinate the supports you need.

This can be particularly valuable if:

- You're new to the NDIS
- have multiple supports to coordinate
- feel unsure about where to start.

Our Support
Coordinators at Liberty
Disability Services's work
alongside participants to
help them:

- Understand their
NDIS plan
- Explore their options
- Connect with
suitable providers
and services

- Coordinate their supports
- Build confidence in managing their NDIS journey
- Work towards their individual goals and greater independence

We take the time to understand you, your circumstances and what matters to you, so your supports are coordinated around your needs and goals.

If Support Coordination is included in your plan and you'd like to learn more, explore Liberty Disability Services' Support Coordination.

What is Plan Management?

Plan Management takes care of the financial administration of your NDIS plan, giving you more time to focus on your supports, goals and everyday life.

A Plan Manager can assist with tasks such as:

- Processing provider invoices and payments
- Keeping track of your NDIS funding
- Monitoring your plan spending

- Providing information about your plan budget and expenditure
- Helping you understand the financial side of your NDIS plan

Plan management can be incredibly beneficial, offering you more choice and less administration.

It is a great option if you need support with the financial administration of your plan, while still maintaining choice and control over the supports and providers you use.

Less paperwork.

More confidence.

More time to focus on
what matters to you.

You can learn more
about NDIS Plan
Management at
Liberty Disability
Services.

**Remember, you don't
have to navigate the
NDIS alone!**

Starting your NDIS
journey can feel like a lot,
but you don't need to
have everything worked
out straight away.

These things take time,
and having the right
support network around
you can make the
process feel easier.

Liberty Disability
Services offers
assistance in applying
for the NDIS, and
ongoing support
throughout your NDIS
journey.

We understand that
every person's disability,
circumstances and
goals are different.

That's why our
approach starts with
getting to know **you**,

listening to what
matters to **you**,

understanding **your**
goals

and helping you
explore supports that
fit **your life.**

Whether you are:

- Applying for the NDIS for the first time
- Recently received your first NDIS plan
- Looking for support to better understand your plan
- Looking for a new NDIS provider

We're here for a chat.

If you think Liberty
Disability Services could
be the right fit for you,
you can make a referral
to Liberty Disability
Services

Or contact our friendly
team to talk through
your options.

**Let's take this journey
together.**