

Changing your plan

This factsheet explains:

- plan variations
- plan reassessments
- how to ask for changes to your plan.

Plan changes

The NDIS is designed to give you the reasonable and necessary supports you need to build your skills, maximise your independence, and help you pursue your goals. If your circumstances and needs change, your plan may also need to change.

For more information, you can read [Our Guideline – Changing your plan](#) on the NDIS website.

There are two types of plan changes we can make: plan variations and plan reassessments.

Plan variations

A [plan variation](#) is a small change to your current plan. When we do a plan variation, we only make changes to some of your plan. Your current plan keeps going. We can vary your plan if you ask us to, or if we think a plan variation is required.

Small changes we can make include:

- your goals
- the information about you, including your contact details
- your plan reassessment date
- the way your funds are managed
- varying your funding component amounts and funding periods
- providing funding for short-term supports when your situation changes suddenly.

If the plan change is about funding in your plan, the varied plan must still meet the [NDIS funding criteria](#).

Plan reassessments

When we do a [plan reassessment](#), we can replace your plan with a new one, or we can vary your current plan. This will depend on your situation. We'll reassess your plan if you need bigger changes than we can do in a plan variation, or if your plan no longer meets your needs.

When we do a plan reassessment, we'll consider your plan as a whole. You'll meet with an NDIS planner to [create your new plan](#), if we need to. In this case, your old plan will end, and you'll receive a new plan with new funding.

We'll do a plan reassessment when:

- your situation changes
- the plan reassessment date in your plan is coming up
- we need to include a total funding amount, funding component amounts and funding periods in your plan for the first time, based on the updated laws for the NDIS.

When your situation changes

You should tell us about any changes in your situation so we can make sure you are getting the right support. You can talk to your support coordinator, recovery coach or my NDIS contact about your situation and what has changed.

When the reassessment date in your plan is coming up

We must reassess your plan before the reassessment date in your plan.

We'll arrange a check-in meeting with you around 3 months before your plan reassessment date. At this check-in meeting, we'll talk about how your plan is meeting your needs. We'll also write to you to let you know your reassessment is coming up.

We do this to make sure that your NDIS supports are meeting your needs and circumstances as your life changes. It's a good chance to think about how your plan is working for you and if your goals or support needs have changed.

If your needs haven't changed, we can approve a new plan that includes the same NDIS supports as your previous plan.

When we include a total funding amount, funding component amounts and funding periods in your plan

If we prepare and approve a new plan because of a reassessment, your new plan will include a total funding amount, funding component amounts and funding periods. This is because of changes to NDIS laws.

Learn more in [Our Guideline – Changing your plan](#) on the NDIS website.

Until we have finished updating our computer systems, new and reassessed plans completed in our new computer system will go for one year.

How to ask for changes to your plan

You can ask us to change your plan at any time. You can talk to your my NDIS contact, support coordinator or recovery coach about the changes you want and why. We'll work with you to see if your plan needs to change, and let you know what information or evidence you'll need to prepare.

You can also ask for changes by:

- completing our [change of details or change of situation form](#) on the NDIS website
- [calling us](#) on **1800 800 110**
- [visiting one of our offices](#).

You'll need to give us any new information to help us decide if we can make changes to your plan. The information we need will depend on the reason you're asking for changes. If your support needs have changed, we'll need assessments, reports, or

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other evidence from your health professionals. Learn more in our [Factsheet: What evidence you need to give us before we create or change your plan](#). If we do a plan variation, we usually won't need this information.

What happens next?

After you ask us to change your plan, we'll make a decision within **21 days**, or let you know that we need more information.

If we decide to change your plan, we'll work with you to make the changes you need. Then you'll get a copy of your new plan.

If we decide not to change your plan, we'll explain our decision. We'll talk to you about your [review rights](#) and other ways we can support you. For more information about changing your plan, visit [ndis.gov.au](#).

National Disability Insurance Service

[ndis.gov.au](#)

Telephone 1800 800 110

Webchat [ndis.gov.au](#)

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For people who need help with English

TIS: 131 450

For people who are deaf or hard of hearing

TTY: 1800 555 677

Voice relay: 1800 555 727

National Relay Service: [accesshub.gov.au](#)

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