



## How To Request Plan Management

If you are not Plan Managed currently and would like to switch to InFocus Plan Management, you can request this by following this easy guide.

### Why choose Plan Management?

InFocus Plan Managers will support you to manage your NDIS funds and take care of your daily administration tasks like paying invoices, tracking your budget and financial reporting. With InFocus Plan Management you benefit from:

- No cost to you
- Access non-registered providers
- Retain choice and control
- All invoices managed and paid
- View, approve or reject provider invoices
- Regular updates on your budget
- Monthly financial statements

### Plan Management funding

To be Plan Managed you will need to have funding for Plan Management included in your NDIS plan as a separate line item known as “improved life choices”. If you don’t have “improved life choices” included in your plan, you can request this in your plan review. If you would like “improved life choices” included sooner than your scheduled plan review, you can request a plan review.

### Requesting a plan review

You can request a plan review in any of the following ways:

- Call the NDIA on 1800 800 110
- Email [enquiries@ndis.gov.au](mailto:enquiries@ndis.gov.au)
- By mail at Chief Executive Officer National Disability Insurance Agency, GPO Box 700, Canberra ACT 2601

### Preparing for your review meeting

Funding for Plan Management is not subject to the “reasonable and necessary” criteria, all participants can request to be Plan Managed. However, you will need to explicitly request it in your review meeting and remember that it is your legal right to request to be Plan Managed.

### Further info

If you have any questions that we can help with please give us a call on 1800 928 437 or drop us an email at [enquiries@infocusdisability.org.au](mailto:enquiries@infocusdisability.org.au) and we’ll be happy to help.