



Information for Self Managers

If you are thinking about self managing your NDIS funding or are already self managing then there are some great resources you can access to help you understand your legal obligations.

Here is a table to show you about the different management options and some of the pro's and con's.

- http://waindividualisedservices.org.au/wp-content/uploads/2019/11/NDIA-Management-Infosheet_English.pdf

You will need to keep all your records for at least 5 years and 7 years for ATO auditing purposes. Self Managers can be randomly audited and must upload documents, if asked, to prove how the NDIS funding has been spent. You can do this by using the "DOCUMENT UPLOAD" page on the NDIS portal.

WA Individualised Services (WAiS) have some great information on their website for self managers who directly engage their own workers. This can be found here:

- <http://waindividualisedservices.org.au/resources/engaging-your-own-supports/>

There is a free online course called Be A Boss which explains the difference between contractors and employees. If you are employing your support workers directly then you will have additional obligations as an employer:

- <http://waindividualisedservices.org.au/online-courses/be-a-boss/>

Here is a link to a video about making portal claims

- <https://vimeo.com/367222800>

There is also an NDIS app which can be downloaded with Android or Apple. The MY NDIS app lets you manage your NDIS plan from your mobile phone and is a simple way to make claims. You can log in to either the portal or the app to make payments requests/ claims.

- [My NDIS mobile app | NDIS](#)

Remember if you are self managing, you are responsible for budgeting, rostering, scheduling, quality, record keeping and paying for your supports and services. If you need help with implementing your plan you may want to ask your support coordinator for guidance.

The NDIS price guide (pricing arrangements and price limits) is a document used for registered providers showing the maximum price guide limits providers can charge for their services. The price guide shows what can be charged depending on the category. The price guide changes regularly and is usually updated in January, and July but updates can happen at any time throughout the year. You can find the updated and previous NDIS pricing arrangements on the NDIS webpage.



As a self manager you do not have to pay the maximum price guide limits and we suggest you negotiate rates of pay, especially if you are engaging your own staff.

If you would like to know how to justify spending your NDIS funds you can ask yourself the following questions from the self management guide:

- <https://www.ndis.gov.au/participants/using-your-plan/self-management>

Can I buy it with my NDIS funding?

- **Will the support help you to reach the goals in your NDIS plan?**
The support you buy must be linked to the support budgets and goals in your current NDIS plan and related to your disability.
- **Is the support reasonably priced and good value?**
The support should give you good value-for-money compared to other options. Remember you can choose to pay less and get more support, or pay more for a higher quality support that meets your needs.
- **Can you afford the support within your support budget?**
Your NDIS funding needs to last for the length of your plan. Work out your budget early so you know what you can afford. This will help you to track your funding and make decisions about any changes to your supports during your plan.
- **Will the support help you to connect with your community and improve the relationships you have with family and friends?**
The support you buy should help you to participate in activities with friends and other members of your community, or help you find or keep a job.
- **Is the support something that should be funded by the NDIS and not other government services?**
In your NDIS plan the funded supports will not include support that is provided by other government services. For example, dental, health or hospital services, education, housing and public transport are all provided by other government services.
- **Is the support safe?**
The support you buy must be legal. It should not cause harm or put yourself or other people at risk.

If you are able to answer 'yes' to each of these questions, then the support is likely to be in line with your NDIS plan and goals. If you are unsure you can always check with your LAC, Support Coordinator or NDIA planner.



What you buy with your self-managed funding will be as individual as you.

Remember if you need to change your management option you can do this by calling 1800 800 110 to request this.

Tips to Consider When Thinking About Your Support Staff

- Check all clearance certificates (Police Clearances and, or Working with Children's checks).
- Ensure you check the references your support staff provide to you.
- Have you thought about upskilling your staff? What staff training can you provide?
- Have you recorded the support workers job description, including their roles and responsibilities? Think about the goals they are supporting your loved one to achieve.
- Can your staff give you feedback? Who can they approach if they are treated unfairly?
- If you are directly engaging your workers (employing your workers or contracting contractors) then it is a legal requirement to have workers compensation insurance in WA.
- Your support workers are encouraged to complete the NDIS Quality and Safeguards Commission worker training module here:
- <https://www.ndiscommission.gov.au/workers/training-course>

For further information please contact us: ddwa@ddwa.org.au or (08) 9240-7203.

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