



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 maximise 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](http://www.ndis.gov.au/operational-guideline/planning/managing-funding-supports)

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

If you have any questions about my request, please contact Australian Support Resources on 1300 521 541.

Yours sincerely,

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

