**Next Steps and Planning Meeting Tips**

If you want to apply for the NDIS, or to check if you are eligible then you need to make an Access Request with the National Disability Insurance Agency (NDIA).

How to apply for the NDIS - making an Access Request

You can make an Access Request by calling the NDIA on 1800 800 110. When you call them, you can make the Access Request over the phone. If you don’t want to make the Access Request over the phone you can call and ask them to send you a form to fill out instead. You will need to give them your address if you want them to send you a form.

You will need to answer some questions to make the Access Request. You should have your answers to these questions ready before you make the phone call to the NDIA.

The NDIA will ask you:

* To confirm who you are, or that you have authority to act on someone else’s behalf;
* Questions to check that you are eligible for the NDIS. These questions will be similar to the ones you were asked in this questionnaire; and
* Questions about agreeing to enter the NDIS and about getting information from third parties.

You can find out more information about making an Access Request [here](https://www.ndis.gov.au/applying-access-ndis/how-apply).

Giving information/evidence about your autism spectrum disorder

You will need to give information about your autism spectrum disorder so that you can receive support from the NDIS. This might include how your autism spectrum disorder effects your day-to-day life. You can provide copies of existing information, including letters or reports, or you can ask a health professional to fill out and sign a form. You can also send in any other documents that will help show how your autism spectrum disorder affects you. This might include diary entries of problems that you, or the person you are applying for, had on certain days. If you have been diagnosed with autism spectrum disorder, you should bring evidence of this diagnosis with you.

If you make your request over the phone you can give that information to the NDIA by:

* email: [NAT@ndis.gov.au](mailto:NAT@ndis.gov.au)
* post to: GPO Box 700, Canberra ACT 2601, or
* drop it in to your nearest NDIS office.

Preparing for your NDIS planning meeting

When the NDIA agrees that you are eligible for support under the NDIS you will need to go to a planning meeting. In this planning meeting there will be an advocate who will talk to you about your disability. The advocate will ask you things such as what tasks you find difficult and what tasks you do not find difficult.

Before the meeting you should think about how your autism spectrum disorder affects your life. You should prepare answers to this before the planning meeting. It is important to be prepared for your planning meeting because the advocate will decide how much support the NDIS gives you based on your answers in the planning meeting.

Checklist of questions you should prepare

1. What is important to you?
   * What makes you happy?
2. Who is important to you?
   * Who are the important people in your life?
3. What is the best way to support you?
   * How do you like to be treated by people who help you?
   * What makes you feel like you are supported?
4. How do you communicate the best?
   * What is the best way for the advocate to contact you?
5. How does your impairment affect you?
   * What do you struggle with?
   * Think about the questions you were asked in the NDIS Advisor App
6. What support do you need because of your impairment?
   * What do you want help with to make your life easier?
   * Do you need any equipment or other things to help you at home or when you are out?
7. What support do you currently get and who provides you with this support?
   * If you get support from an organisation, try and ask them for a quote of their NDIS services and give this to your planner
8. What health and wellbeing concerns do you have?
   * Is there anything that concerns you about your health?
9. What are your short-term goals?
   * What do you want to achieve within the next 12 months?
   * What do you like doing that you want to continue doing?
   * What do you want to change in the next year?
10. What are your long-term goals?
    * What do you want to achieve in the future beyond the next 12 months?
    * What do you want to do with your life?
    * What do you like doing that you want to continue doing?
    * What do you want to change in the next few years?

Other considerations

In the meeting you must be honest about your autism spectrum disorder. Do not tell the advocate that you do not need help with something if you actually do need help with it. Do not tell the advocate that you need help with something if you actually do not need help with it.

Your autism spectrum disorder might be better on some days and worse on other days. In your planning meeting you should describe what your autism spectrum disorder is like on your worst days. This will make sure that the funding you receive is sufficient to cater for your needs. If you only describe what your autism spectrum disorder is like on your best days then you might not get as much funding because you have not correctly described how you are affected by your autism spectrum disorder.

You should also be aware that if you have ability in one area, then this can be used to discount an area where you have impairment, meaning that you do not get any funding. For example, if the advocate believes that you have impairment in self-care skills, you may not get any funding if the advocate also believes that you have ability in communication skills. This is another reason why it is so important that you accurately describe the skills and tasks that your autism spectrum disorder impacts.