



NDIS Plan Reassessment Guide

Our practice at AWEN Case Management & Advocacy is deeply grounded in the principles of human rights, social justice, and a participant's fundamental right to self-determination. Navigating the NDIS can sometimes feel bureaucratic and overwhelming, but a plan reassessment is fundamentally about **the participant's voice, their needs and their goals**.

Here is a guide to understanding and preparing for a NDIS plan reassessment.

What is a Plan Reassessment?

A plan reassessment is a collaborative review of a participant's NDIS funding and supports.

Check-in meetings are held up to 116 days before the current plan ends. LACs must submit recommendations and updates by this deadline.

This is a participant's opportunity to advocate for themselves. They will discuss what has been working well and what barriers the participant is facing. Importantly, while some participants may only need a light-touch review, **they, and their advocate, have the right to request a full plan reassessment** if their circumstances have changed, or if their current supports are no longer meeting their needs.

Who Facilitates the Meeting?

Depending on their age and circumstances, one of the following professionals will manage the meeting. Their role is to facilitate the process, but remember that *the participant and their advocate* are the experts on the participant's own life:

- **Early Childhood Early Intervention (ECEI) Coordinator:** Supports children under 9 years old and empowers their families.
- **Local Area Coordinator (LAC):** Assists individuals with disabilities in navigating the system, linking with community resources, and utilising their plan.
- **NDIA Planner:** An agency representative with the authority to construct and formally approve your new plan.

Where is the Meeting Held?

Upholding a participant's dignity means respecting their boundaries and comfort. **It is entirely a participant and/or their advocate's choice** whether this meeting occurs over the phone, via a video call (like MS Teams), or in-person.

Advocacy Tip: A participant does not have to go it alone. They can bring an AWEN Social Worker or Support Coordinator, a friend, a family member, a support worker, or another advocate with them, to stand by their side and help amplify their voice.

How Long Does it Take?

These meetings typically run for **1 to 2 hours**. Because a participant's life and needs are comprehensive, there is a lot of ground to cover. We highly recommend writing their thoughts down beforehand, so they do not feel rushed and their priorities remain front and centre.

What if I Cannot Attend?

If a participant is unwell, overwhelmed, or simply unavailable, their right to equitable access remains. Contact their ECEI, LAC, or Planner, and the NDIS must make reasonable adjustments and alternative arrangements that suit their capacity.

What Happens During the Reassessment?

This meeting is a reflective space to assess a participant's holistic well-being and funding. Their representative will ask questions to understand their lived experience over the past year.

Be prepared to discuss:

- **Strengths and Successes:** What supports worked well and empowered the participant?
- **Barriers and Challenges:** What didn't work, or where did the system fall short?
- **Life Transitions:** Have there been any significant changes in the participant's health, living situation, or social circumstances?
- **Goal Progression:** What milestones has the participant achieved, and what goals are still in progress?
- **Plan Management:** Do they have questions about how their funds are managed, or would they like to change their management style (e.g., shifting to NDIA, Plan Managed or Self-Managed to increase your autonomy)?
- **Future Aspirations:** What are the participant's new goals for the upcoming plan period?

How to Prepare: Empowering Yourself

Preparation is key to effective self-advocacy. Start gathering information a few weeks in advance so you can walk into a meeting feeling confident and informed.

AWEN Case Management & Advocacy can assist you with this process.

1. Gathering Evidence (Reports)

To justify ongoing or increased funding, the NDIA requires evidence. You may need to request progress reports or functional assessments from the participant's current allied health and support providers. A strong, advocacy-focused report should clearly outline:

- The specific supports provided and their frequency.

- The outcomes achieved and how these supports directly linked to the participant's NDIS goals.
- Clinical or professional recommendations for future services required to maintain the participant's well-being or build capacity.

2. Formulating Your Questions and Vision

Spend some time reflecting on the participant's future.

Consider bringing notes on:

- **Upcoming Transitions:** Any changes expected in the next 1–3 years (e.g., entering the workforce, starting university, moving out of home, or changes in informal care).
- **Community Integration:** What social, cultural, or community connections are vital to the participant's identity and well-being?
- **Future Goals:** What new outcomes does the participant want to achieve for their independence?
- **Support Network:** Identifying exactly who the participant needs in their corner to help them reach these goals.

What if I Don't Need a Reassessment?

If a participant's current funding perfectly meets their needs and they do not anticipate any life changes in the next 12 months, they can exercise their right to simply request an **automatic plan extension**.

If a participant's plan reaches its end date and a reassessment hasn't been requested or finalised, the participant's current plan can automatically roll over for up to 12 months. This ensures the participant is never left without vital supports while the administrative processes catch up.

How Do I Request a Reassessment?

Usually, the NDIA will contact the participant proactively. However, if their circumstances change abruptly (e.g., a sudden decline in health or loss of housing), they do not have to wait.

It is important to note that in the Federal Minister for Health, Disability and Ageing's recent address to the National Press Club on 22 April 2026, "unscheduled reassessments" have been identified as a focus area for reducing the NDIS budget.

Another focus of the NDIS federal budget reductions is "Assistance with Social, Economic and Community Participation" under Core funding. Our advice is, if you request an early reassessment for more funding in this area, it's likely that your budget will decrease rather than increase, given the current situation.

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Please call or email AWEN Case Management & Advocacy for advice on how to proceed with an early reassessment.

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