



NDIS Plan Reassessment Guide

EASY READ

What is a Plan Reassessment?

A plan reassessment is a meeting about your NDIS plan. It is a time to look at your supports and your NDIS money.

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

Who runs the meeting?

Someone from the NDIS will be there to help run the meeting.

This might be:

- **An ECEI Coordinator:** Someone who helps kids under 9 and their families.
- **A Local Area Coordinator (LAC):** Someone who helps you find and use services.
- **An NDIS Planner:** Someone who makes and approves new plans.

Remember: we are Social Workers, and we believe you are the expert on your own life. You are in control.

Where is the meeting?

You get to choose where the meeting happens. You can choose:

- On the phone.
- On a video call (like MS Teams).
- In person.

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 is the meeting?

The meeting takes 1 or 2 hours. There is a lot to talk about. It is a good idea to write down your ideas before you go.

What if I can't make it?

If you are sick or cannot do the meeting, that is okay. Tell your NDIS contact person. They will find a new time or a different way to do it.

What happens in the meeting?

The NDIS will ask you questions about the participant's life. They want to know:

- What supports are working well?
- What is not working?
- Has their life changed?
- Did they reach your goals?
- What new goals do they want?
- Do they want to change how they manage their NDIS money?

How do I get ready?

It is good to get ready a few weeks early.

1. Get your reports

AWEN can ask your therapists and/or support workers for reports.

These papers should show:

- How they help you.
- How often you see them.
- What extra help you might need next year.

2. Think about your questions

Write down things you want to talk about.

Think about:

- Big changes coming up (like moving house or getting a job).
- Groups or friends the participant want to see.

- Who can help you reach your goals.

What if my current plan is working?

If the plan is working and your life is not changing, you might not need a full meeting. You can ask for an **automatic plan extension**. This means the NDIS will just keep your current plan going for another year.

If your plan ends and you haven't had a meeting yet, **do not worry**. The NDIS will automatically keep your old plan going until things are sorted out.

How do I ask for a meeting early?

Usually, the NDIS will call you. But if something big happens in your life and you need more help right away, you can ask for a meeting early.

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.

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

AWEN Case Management & Advocacy
0434 151 864
support@awencma.com.au
www.awencma.com.au

Document Control:

- **Policy Number:** 096
- **Version:** 1.0
- **Date of Issue:** 11/05/2026
- **Next Review Date:** 11/05/2027
- **Approved by:** AWEN Case Management & Advocacy