

Access checklist



Younger onset dementia and the NDIS

This checklist is for people living with younger onset dementia who are seeking support through the National Disability Insurance Scheme (NDIS).

It is a step-by-step guide to apply for NDIS access, prepare for your NDIS planning meeting, and implement your NDIS plan once approved.

This checklist should be used in conjunction with the Dementia Australia booklet: Younger Onset Dementia and the NDIS.

You can use our NDIS planning meeting tool to prepare for your planning meeting. yod.dementia.org.au/planning-tool

Activity	Date completed	Outcome
Step 1 <ul style="list-style-type: none">Assess your eligibility to receive NDIS fundingVisit the 'Am I Eligible?' section of the NDIS website ndis.gov.au/applying-access-ndis/am-i-eligible		
Step 2 <ul style="list-style-type: none">Contact the National Disability Insurance Agency (NDIA) either on 1800 800 100 or online at ndis.gov.auRequest an Access Request Form (ARF). The form will be posted or emailed to you.		

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<p>Step 3</p> <ul style="list-style-type: none"> • Upon receipt, complete the NDIS Access Request Form. • Try to include a letter of diagnosis from your specialist. • Ask your doctor to complete the functional assessment section of the form. • Other evidence, such as reports or supporting letters from specialists (e.g. occupational therapists) can be helpful, too. 		
<p>Step 4</p> <ul style="list-style-type: none"> • Return the completed NDIS access request form to the NDIA. <p>After your request is assessed, you will receive an ‘access decision’ by letter, which says if you’re eligible for the NDIS.</p>		
<p>Step 5</p> <ul style="list-style-type: none"> • If you receive a letter advising that you are eligible for the NDIS, continue to Step 6 • If you receive a letter advising that you are not eligible, learn more about your options by visiting ndis.gov.au, and find ‘Receiving Your Access Decision’. 		
<p>Step 6</p> <ul style="list-style-type: none"> • The NDIA will contact you to arrange a planning meeting to discuss your funding and support needs. <p>Tip: You can contact the NDIS and request to have this meeting face-to-face. If you haven’t received notification about your meeting, call the NDIA on 1800 800 110.</p>		
<p>Step 7</p> <ul style="list-style-type: none"> • Use Dementia Australia’s online NDIS planning tool, yod.dementia.org.au, to determine your support needs and goals. • Read the Dementia Australia booklet: Younger Onset Dementia and the NDIS. 		

Activity	Date completed	Outcome
<p>Step 8</p> <ul style="list-style-type: none"> Attend the NDIS planning meeting Take your planning tool results with you to the meeting yod.dementia.org.au/planning-tool <p>Tip: If you would like support to manage and get the most out of your NDIS plan, request 'Support Coordination'</p>		
<p>Step 9</p> <ul style="list-style-type: none"> After your NDIA planning meeting, your individual NDIS plan will be made and sent to you. If NDIA has included Support Coordination in your plan (i.e. someone to help you manage your NDIS plan), you'll need to select a provider to deliver this service. Your chosen provider will receive a 'Request for Service' which outlines your goals and support needs in your NDIS plan. From here, your Support Coordinator can help you access and implement your plan. 		
<p>Step 10</p> <p>Congratulations! Your individual NDIS plan has now commenced.</p>		

Further information

Dementia Australia offers support, information, education and counselling. Contact the National Dementia Helpline on **1800 100 500**, or visit our website at yod.dementia.org.au.

For language assistance, please phone the Translating and Interpreting Service on **131 450**.