

## Working for NDIS participants NDIS self-managed or Plan Managed

In some cases, the NDIS participant or their nominee self-manages their NDIS plan. They might set up a Service Agreement with a Disability Service Agency that may be either NDIS registered or non NDIS registered. The agency provides support workers, and the agency sends invoices directly to the NDIS participant not just to pay for the worker's hours but also for their insurance and quality assurance and employee management and benefits costs. The workers with the agency may be employed as Permanent or Casual.

Alternatively, the participant can choose their own independent support worker and pay them as a contractor.

### An independent support worker who is a contractor

- Decides with the participant the activity they will support and how it will be done
- Is personally responsible for learning about and following the individual's support plan, knowing their likes and dislikes, their vulnerability and their needs for personal care
- Work for a scheduled period of time – say 3 hours every Wednesday to support a visit to an Art Gallery
- They are responsible for their own insurance
- They use their own vehicle or equipment
- They usually have an ABN and pay their own tax and GST
- They don't receive sick pay/ holiday pay and for that reason their hourly rate reflects that

Independent support workers will charge a higher hourly rate than what they would get paid if they worked for an agency but the participant will usually pay about the same or less than that what they would be charged by an agency.

If you are a contractor then NDIS participants with self-managed NDIS plans, can pay you directly for your support shifts and they will get reimbursed by the NDIA.

NDIS participants with plans managed by a Plan Management Agency will sign approval from the agency to pay you for each of your shifts.

### Information to state on your invoice

Your name and your ABN

Your address, email address and phone number

An invoice number

The name of the NDIS participant and - If it is relevant - also to their nominee (parent or other family member) who is contracting you

Support start date and end date

Description of the activity you supported

Your BSB and Account Number for payment to you

### Who do you email your account to?

To a self-managed participant. you email it to them or their nominee

To a plan-managed participant, you email it to their Plan Management Agency

