

# Request for Plan Management Letter

Purpose: Capacity Building  
Outcome: Choice and Control  
Support Category: Improved Life Choices

myintegra

NDIS Plan Management

## Attention: NDIA planner / NDIS partner

I have reviewed all options for managing my funding within my NDIS plan (self-managed, plan managed, and agency managed). I have decided to choose Plan Management and use a registered Plan Manager to help me manage my NDIS funds and pay my providers. This option will allow me to make the most of my funding and free me from the more time-consuming tasks of managing my plan.

Would you please include the following support items in my plan?

- **Plan Management - Set Up Costs (14\_033\_0127\_8\_3)**  
One-off fee for setting up the financial management arrangements.
- **Plan Management - Monthly Processing Fee (14\_034\_0127\_8\_3)**  
For the ongoing maintenance of the financial management arrangements.

My request is based on section 43(2) of the NDIS Act, which states that the NDIA “must give effect to a participant’s plan management request”.

Reference to this legislation is included in the NDIS operational guidelines which can be found at <https://www.ndis.gov.au/about-us/operational-guidelines/planning-operational-guideline/planning-operational-guideline-managing-funding-supports-under-participants-plan-plan-management-decision>

If you have any questions about my request, please contact MyIntegra on **1800 696 347**.

Thank you in advance for including Plan Management in my NDIS plan.

Participant Name

Nominee Name (if required)

NDIS Plan #

Participant Signature

Nominee Signature

Date

Note: While this information has been provided by MyIntegra, a participant choosing Plan Management is free to engage a plan manager of their choice that best suits their needs.

**We’re ready to help. Visit [myintegra.com.au](https://myintegra.com.au) or call us on 1800 696 347**