

## COMPLETING THE NDIS ACCESS REQUEST FORM

### **The National Disability Insurance Agency**

The National Disability Insurance Agency ('NDIA') use the information contained in the National Disability Insurance Scheme ('NDIS') Access Request Form and the supporting information to determine if a person meets the requirements to become a participant in the NDIS. If more information is needed, the NDIA will request an NDIS Access Request – Supporting Evidence Form be completed. A request for access can be refused solely on the lack of medical information contained in the Access Request – Supporting Evidence Form.

The relevant section in relation to “disability requirements” is section 24 of the National Disability Insurance Scheme Act 2013.

### **Who is required to complete the forms**

Section 2 of the Access Request Form must be completed by a treating professional. This section is to be used to provide evidence of the person’s disability, early intervention support needs and the impact of the disability on the person’s functional capacity.

Sections 2 and 3 of the Access Request – Supporting Evidence Form must be completed by a health or education professional.

### **Criteria for NDIS**

When completing the forms it must be shown that the person has a disability that is attributable to one or more of the following:

- Intellectual
- Cognitive
- Neurological
- Sensory
- Physical

OR

- To one or more impairments attributable to a psychiatric condition; and
- The impairment(s) are, or are likely to be permanent; and
- The impairment(s) result in substantially reduced functional capacity to undertake, or psychosocial functioning in undertaking, one or more of the following activities:
  - Communication – being understood in spoken, written or sign language, understanding others and express needs and wants by gesture, speech or context appropriate for age. *Does the person require assistance to communicate effectively because of their disability?*
  - Social interaction – making and keeping friends, interacting with the community (or playing with other children), coping with feelings and emotions. *Does the person require assistance to interact socially because of their disability?*
  - Learning – understanding and remembering information, learning new things, practicing and using new skills. *Does the person require assistance to learn effectively because of their disability?*
  - Mobility – mobility/motor skills moving around the home, getting in or out of bed or a chair, leaving home and moving about in the community. *Does the person require assistance because of their disability?*

- Self-care – (not for children under 2) showering, bathing, dressing, eating, toileting, caring for own health. Assistance required does not include commonly used items such as slip mats, bathroom grab rails and stairway rails. *Does the person require assistance with self-care because of their disability?*
- Self management – doing daily jobs, making decisions, handling money (not for children under 8). *Does the person require assistance with self-management because of their disability?;* and
- The impairment(s) affect the person’s capacity for social or economic participation; and
- The person is likely to require support under the National Disability Insurance Scheme for the person’s lifetime.

### **Useful Contacts**

Darwin Community Legal Service

Ph: 08 8982 1111

E: [info@dcls.org.au](mailto:info@dcls.org.au)

National Disability Insurance Agency

Ph: 1800 800 110

E: [enquiries@ndis.gov.au](mailto:enquiries@ndis.gov.au)

Website: <https://www.ndis.gov.au/understanding/what-ndis/whos-delivering-ndis/national-disability-insurance-agency>

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