



Registered NDIS Provider

# ACCESS REQUEST FORM

Helping you understand the NDIS

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## WHAT IS THE NDIS?

The National Disability Insurance Scheme (NDIS) is a major social reform offering a new way of providing support and services for people living with disability or significant impairment under the age of 65. As a registered NDIS provider we have a wide range of support services to help navigate and get the most out of the scheme, enabling people to achieve their goals

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## WHAT IS THE ACCESS REQUEST FORM?

The *Access Request Form* (ARF) provides the National Disability Insurance Agency (NDIA) with the information they need to decide if a person is eligible to become a participant in the NDIS. The *Access Request Form* is only available from the NDIS.

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## WHAT YOU NEED TO KNOW AND DO

- The *Access Request Form* is the first step in helping to determine if you are eligible for funded supports from the NDIS.
- To obtain the *Access Request Form* you need to call the NDIS on 1800 800 110 and ask for a form to be sent to you or you can pick one up from your local NDIS office.
- The completed form should be returned to the NDIA **within 28 days** of the date of the letter that accompanies the *Access Request Form*.
- Section 1 of the form can be completed by you or a representative, for example a family member.
- Sections 2 and 3 of the form **must** be completed by your treating health professional.
- Recent reports or assessments from your GP or other health professionals that describe the extent of the functional impact of your multiple sclerosis can be included.
- Your GP or other treating health professional will need to give information on six 'functional domains':
  - mobility/motor skills
  - communication
  - social interaction
  - learning
  - self-care
  - self-management
- Once you return the form to the NDIA you should be notified within 21 working days about your eligibility and next steps.
- Make sure you **make and keep a copy** of the *Access Request Form* and any other supporting documents.
- If you have any questions you can call **MS Connect** on 1800 042 138 or email [msconnect@ms.org.au](mailto:msconnect@ms.org.au)
- We have developed an information sheet called 'A GP's Guide to the Access Request Form'. If you think your GP or other treating health professional would benefit from having a better understanding of the information they are required to provide, contact MS Connect to have the information sheet mailed or emailed to you.