

What can you do?

You will be able to choose any provider of services approved in your NDIS plan and manage all the arrangements such as the timing and frequency of service delivery.

Let your provider know that “Aspire will pay your account”. You can choose how to manage your funding as long as it is consistent with your plan and goals.

Forward your NDIS support invoices to us for payment once you have approved them to be paid.

Forward us a copy of your service agreements with providers so we know what to expect and from whom. (We do not want to pay an invoice from a company that you have not approved.)

Provide us with a copy of your NDIS plan and approve us to view your plan and budget on the NDIS portal. We can then help you manage your support budget and associated invoice payments.

Send your invoices to financial.intermediary@aspiress.com.au for payments once you have approved the invoice.

Alternatively, we can receive invoices directly from providers if you request for us to do this in your Service agreement with us.

Choosing Aspire

If you decide to choose Aspire to be your Financial Administrator, simply contact our friendly finance team to set up a service agreement.

Once the service agreement is in place you can forward the invoices from your service providers to Aspire by email for payment.

Contact your Aspire team

T 02 6058 4000

E finance@aspiress.com.au

financial.intermediary@aspiress.com.au

www.aspiress.com.au



Plan Management
Financial Administration



Your choice

Under NDIS, there are three main ways that you can choose to manage your NDIS funds

You can choose one of the below methods or you can choose a combination of them.

1. Manage your own funds (self-management)
2. Get a professional to do it (plan-management)
3. Let the NDIA do it (agency-management)

If your NDIS Plan includes a support area named "Improved Life Choices", that means you have been funded by NDIA to access Plan Management/ Financial Administration services.

Choosing a Plan Management - Financial Administration provider is a great way to have the benefits of self management but with someone to assist you with the financial side of things.



Aspire is a Registered Plan Management - Financial Administration Provider

What does this mean for you?

As your Plan Management - Financial Administration provider we will undertake the management of funds for the supports you require in your support plan.

We can be requested to manage some or all of the funding for supports in your plan. (This is done at your planning meeting before you select us.)

As your Plan Management - Financial Administration provider we manage the funds and the risk for you to ensure you stay within budget.

As your Plan Management - Financial Administration provider we can accept all the NDIS related bills on your behalf (if you request this in your service agreement) or once you have received your bill from your provider.

You then email us the invoice within 24 hours so your provider can be paid in a timely manner.

If you request this in your service agreement with us, we will check with you that your supports have been provided before paying your bills.

Put simply, as your Plan Management - Financial Administration provider, Aspire can help you with:

- Making payments to service providers
- Processing payments for services
- Developing monthly statements
- Claiming for payments from the NDIA

Below is a typical example of the plan management funding from a NDIS plan.

Support Area	Improved Life Choices
Budget	\$1,424.01 ex GST per annum
Details	Financial Administration - set up cost eg 1 x \$222.85 Financial administration monthly processing eg 12 x \$100.18 per month
How will the supports be paid	NDIS will pay my support provider directly for these services