



Access checklist

Checklist for assisting people with psychosocial disability to apply to the NDIS



This checklist is a guide for support workers assisting a person to [access the NDIS](#). Please be aware that [the evidence you share with the NDIS](#) and how you present it may affect the NDIS's decision; therefore, you should inform yourself more broadly about how to put together a strong NDIS application. Do not rely on this checklist alone. www.tspforall.com.au has many resources.

Access request for _____ Assisted by _____

- Access process, consent and communication preferences discussed
- 'Meeting with the Local Area Coordinator (LAC) arranged, or phone call to NDIA (1800 800 110) if there is no LAC in the region.
- Visit with the LAC completed with the following undertaken:
 - [Proof of ID](#) documents provided
 - Consent to act of behalf of the applicant provided (if applicable)
- Section B of the [Evidence of psychosocial disability form](#) completed
- [Support worker letter](#) written
- Clinician appointment made: Date & time _____
- Documents prepared for clinician, including:
 - Evidence of psychosocial disability form
 - [Cover letter for GP \(optional\)](#)
 - [NDIS's GP fact sheet](#)
 - Support worker letter
- Completed Evidence of psychosocial disability form returned by clinician
- Other evidence gathered (if applicable)

- Application submitted to LAC for review Date: _____
- Request for further information (if applicable):
 - Date received: _____
 - Date responded: _____
- Follow up call scheduled (if no decision is received within 21 days) Date: _____

Disclaimer: The information contained in this publication is correct at the time of publishing (January 2024). The information provided in this document should not be relied on instead of other legal, medical, financial, or professional advice.