

Leap in!

Plan Management Terms



Easy Read

In this book

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This book has some hard words.

Hard words are written in **blue**. We
write what the hard word means.

About this book

Leap in!

This book is written by Leap in!



Registered NDIS Provider

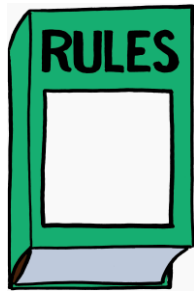
We are a registered provider of supports under the **National Disability Insurance Scheme** or NDIS.

The NDIS helps people under 65 with disability to get care and supports.



We will help you manage your NDIS money.

This book is your **Plan Management Terms**.



It tells you

- What we will do for you
- What you must do for us

Please read this book carefully.

What is expected of you

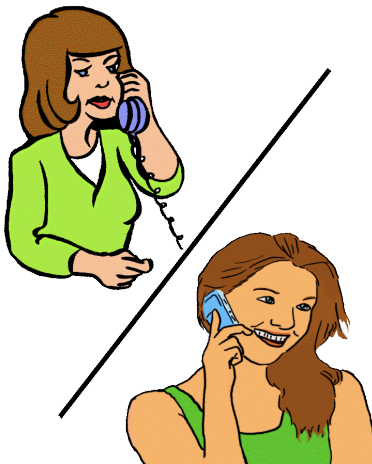


When you sign this book, you agree to do the things that are expected of you.

These are called your **responsibilities**.

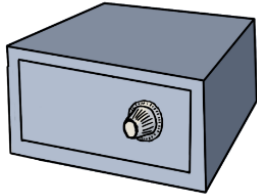
Your responsibilities are to

- Tell us some things about you like your



- NDIS Plan details
- Date of birth
- NDIS number

- Tell us if your NDIS Plan changes



- Keep your login and password in a safe place. Do not tell anyone what they are



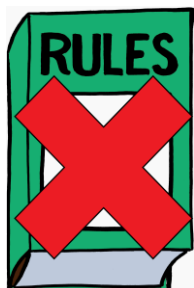
- Agree to do what is in this book



- Be polite and respectful



You **must not** do anything that is against the law.



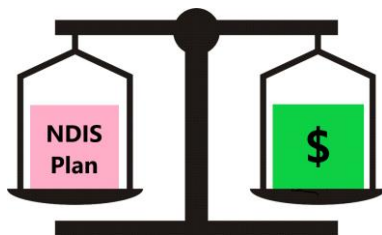
If you are not doing what is expected of you, we may end our agreement.

What is expected of us



We have a responsibility to help you manage your NDIS money.

We will



- Balance your NDIS Plan budget




- Pay your invoices



- Process your refunds

Budgets Summary

\$33,681.30
Total funding

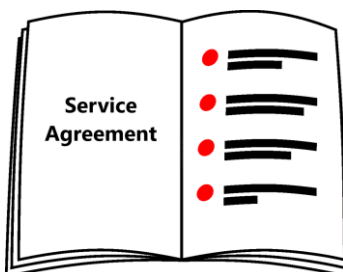
 01 May 18 - 01 May 19



- Track your NDIS spending and let you know how much you have spent each month

We will help you to

- Get the most out of your NDIS plan
- Buy things when it is appropriate
- Work towards your goals
- Solve problems
- Help you with provider **service agreements**



A service agreement is a contract between you and a service provider about the support they give you. It is a legal document.

We will



- Listen to you and believe that what you tell us is true



- Give you choice and control to support the life you want



- Try to fix any problems quickly
- Be open and honest with you

How it works



As your Plan Manager, we will pay your service providers for the supports they have given to you.



We will claim a monthly fee from the NDIA for providing you this support.

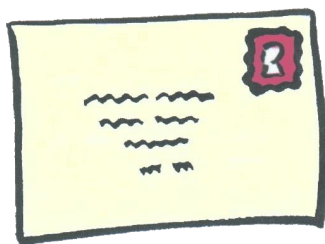
If you are unhappy



If you are unhappy with the service from your service provider, you will need to tell them.

If you are unhappy with our services, you should let us know.

You can write to us here

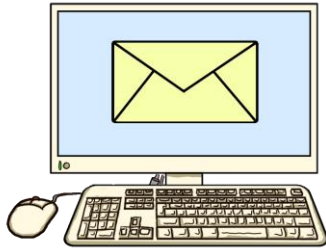


General Manager

Leap in! Australia Limited

GPO Box 1744

Brisbane QLD 4001



You could also email us at

crew@leapin.com.au

Month						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

We will write back to you as soon as we can. This is normally within 30 days.

Starting and ending this agreement

This agreement will start on the date you sign this book. It will keep going until one or both of us choose to end it.

Month						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

To end it, you will need to give us 30 days' notice. You can tell us in person or you can write to us.

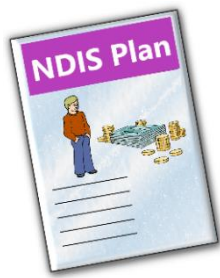
Privacy



Your privacy is important to us.

We keep the information we have about you safe.

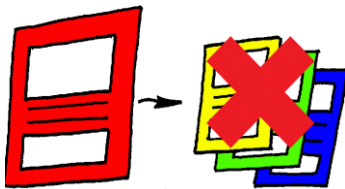
Other information



We will only manage the supports that are funded on your NDIS plan.



We will pay any GST that we have to by law.



Any information you have about us cannot be used, copied or shared with anyone else.



We are only responsible for what is agreed to in this book.

Can you sign this book?

I Agree



When you agree to everything in this book, you will need to fill out the form on page 19 and sign your name to let us know.

To sign this book you



- Are at least 18 years old



- Can legally sign this book



- Agree to what this book says



- Have plan management money on your NDIS Plan.



You can choose to have your
authorised representative sign this
book for you.

An authorised representative is
someone who you have asked to help
you make choices.



They must also agree to everything in
this book

About you

First name _____

Last name _____

Email _____

Phone number _____

Date of birth _____

If you have them with you

NDIS participant ID _____

NDIS Plan start date _____

I Agree



By signing here you agree to
everything in this book.

Signature _____

Date _____

Your authorised decision maker



If you choose to have your authorised decision maker sign this book for you, they will have to fill out this page and sign below.

I confirm that I am the **authorised decision maker** for the named NDIS participant.

First name _____

Last name _____

Email _____

Phone number _____

I Agree



By signing here you agree to everything in this book.

Signature _____

Date _____

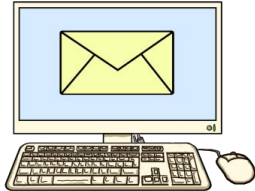
More information



Call us on 1300 05 78 78

Monday to Friday

8:00am – 5:00pm AEST



Email us

crew@leapin.com.au



Go to our website

www.leapin.com.au