

LEISURE NETWORKS TERMS OF BUSINESS

NDIS FUNDED - FINANCIAL INTERMEDIARY SERVICES

ABOUT LEISURE NETWORKS

Leisure Networks is a registered Plan Management Provider. We have delivered a range of NDIS services, including Financial Intermediary Services under the National Disability Insurance Scheme (NDIS) since 2013.

Our Financial Intermediary services are provided by a qualified financial team and a customised financial management system to enable efficient processing of payments on behalf of NDIS participants.

We aim to make all interactions with Leisure Networks straightforward and simple and we pride ourselves on our prompt response to all queries.

ABOUT FINANCIAL INTERMEDIARY SERVICES

The role of a Financial Intermediary is to simply provide financial assistance for the payment of providers on behalf of a participant.

For the NDIS participant having a Financial Intermediary assists with providing more choices and greater control over the purchased supports, including suppliers that have not registered with the NDIS. This can include any type of support provided these supports have been incorporated in the person's NDIS Plan.

Financial Intermediary funding includes a setup fee to establish the payment arrangements with providers and a monthly processing fee. The processing fee is for transaction processing and provider liaison during the month.

PROVIDER INVOICING INFORMATION

When invoicing for services provided to an NDIS participant it is necessary to provide the following information for prompt payment:

Participant details

- Family name and given name/s
- Participants NDIS number
- Service

Service provider details

- Name of each provider
- **Individualised line items for all support categories, including hours, price per hour (group in line items). Link to the NDIA price guide**
- <https://www.ndis.gov.au/providers/price-guides-and-information#price-guide-for-ndis-providers-as-of-1-february-2019>

- Date of service or span of dates if invoicing on a fortnightly basis
- If a provider has a current Service Agreement with a participant services are GST free. Please provide GST compliant invoice for services which are subject to GST.
- Payee billing address
- Bank account details for EFT payments.
- Email contacts details for remittance advice.
- ABN

Please note it is very important that invoices are correctly completed. Incorrect invoices will be returned to the Provider and will result in a delay in processing the payment.

SUBMITTING YOUR INVOICE

It is assumed that participants have approved payment of the invoice (as a true record of services received) upon the invoice being received by Leisure Networks for payment.

Once approved all invoices are to be sent by either of the following methods:

Email:

Leisure Networks Association Inc.: accounts@leisurenetworks.org

Mail:

Leisure Networks Association Inc.
4 Verner Street
Geelong Vic 3220

PAYMENT OF INVOICES

Electronic Funds Transfer (EFT) is our method of payment. Leisure Networks will claim funds from the NDIA in the first instance and then if the claim is successful we will make payments to the providers you have chosen. Leisure Networks aims to make all payments within a 10 business day cycle. (Excludes weekends and public holidays)

MONITORING NDIS FUNDING BALANCES

The monitoring of the expenditure of NDIS funds and funding balances is the responsibility of NDIS participant, family or carer, through the NDIS Participant Portal. Support to monitor funding may also be achieved with the assistance of a support coordinator (should one be in place) or with individual service providers.

It is an expectation that NDIS participants have a service agreement with each provider to confirm the allocation of funding and to minimise the potential risks of overspend.

It is not the responsibility of Leisure Networks as the Financial Intermediary provider to monitor NDIS funding balances.

GETTING IN TOUCH WITH US

If you have questions about our Financial Intermediary services please contact the team – Ph. 03 5222 3911 or email accounts@leisurenetworks.org