

FINANCIAL PLAN MANAGEMENT - REQUEST FOR SERVICE

(TO BE COMPLETED BY PARTICIPANT OR SUPPORT PERSON & RETURNED)

Leisure Networks is experienced in providing Plan Management services. We assist you with the payments of invoices to the people or organisations who provide your supports. By using our Plan Management service you have greater choices over who and where you can purchase your NDIS funded supports.

Plan management and self-managing allows you to purchase supports from suppliers that have not registered with the NDIS. This can include any type of support provided if these supports have been incorporated in your NDIS Plan.

So we can commence working with you please complete your details and return via email intake@leisurenetworks.org or mail to Leisure Networks, Ground Floor, 4 Verner Street, Geelong 3220.

1. Participant Details

Full Name:		
Address:		
Phone:		
Date of Birth:		
NDIA #		
Plan Start / End Date:	Click here to enter a date.	Click here to enter a date.

2. Services Requested

		Set Up Costs (Once)		Monthly Processing	Months Units	Total Funded in Plan
		Financial intermediary services (financial plan management)	<input checked="" type="checkbox"/>	\$214.12	<input checked="" type="checkbox"/>	\$96.25

3. Primary Contact details (if applicable)

Name:	
Relationship to participant:	
Address:	
Contact phone number:	
Email Address:	

Any Special considerations?	
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4. Your NDIS supports and your funding allocation

	NDIS Support Area	Amount Allocated	Additional Information – only if known
	<i>EXAMPLE</i> Increased Social and Community Participation	<i>EXAMPLE</i> \$3080.16	<i>EXAMPLE</i> School holiday activities Group sessions 6 hrs. x 6 days x 4 holiday terms.
Core Supports	1 – Daily Activities		
	2 - Transport		
	3 - Consumables		
	4 – Social & Community Participation		
	5 – Assistive Technology		
	6 - Home		
	7 – Coordination of Supports		
	8 – Improved Living Arrangements		
	9 – Increase Social & Community		
	10 – Finding and Keeping a Job		
	11 – Improved Relationships		
	12 – Improved Health and Wellbeing		
	13 – Improved Learning		
	14 – CB Choice & Control		
	15 – CB Daily Activity		

5. Your NDIS Planner / Support Coordinator details

*NDIS Planner or Support Coordinator:	
Secondary Contact (if applicable)	
Contact phone number:	
Contact email:	
Contact address:	
Additional Information:	

*All Enquiries will be sent to the above contact person

Referral completed by:	
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6. Participant Confirmation

I agree to the appointment of Leisure Networks Association, a Financial Plan Management Provider who is authorized to act under the NDIS, to provide services as detailed in this Request for Financial Plan Management services.

I understand that Leisure Networks will pay my providers upon receipt of an invoice and as per the Leisure Networks Financial Intermediary Services - Business Terms.

I understand that I am approving payment of the invoice (as a true record of services received) upon the invoice being received by Leisure Networks for payment.

I understand that Leisure Networks Association will invoice me each month, via the NDIS portal for Financial Intermediary Services (Financial Plan Management) for the amount/s detailed in Section 2 – Services Requested.

I have read and understood the terms and conditions of this agreement - Leisure Networks Financial Plan Management Agreement (Page 3)

Name: _____ Signature _____ Date _____

PLEASE TICK THIS BOX TO ENABLE YOUR INVOICES TO BE FORWARDED DIRECTLY TO LEISURE NETWORKS

I approve that invoices from all my Service Providers will be forwarded directly to Leisure Networks and I understand that Leisure Networks will pay my providers upon receipt of an invoice and as per the Leisure Networks Financial Intermediary Services - Business Terms.

FINANCIAL PLAN MANAGEMENT - SERVICE AGREEMENT

(TO BE KEPT BY PARTICIPANT)

This is your Service Agreement with Leisure Networks.

This describes the agreed responsibilities of Leisure Networks and you in the delivery of Financial Plan Management services.

This Service Agreement is valid until you, or someone you choose to speak for you, or Leisure Networks ends the agreement.

SERVICE BOOKINGS

A Service Booking is required so we can manage payments to your nominated providers for services delivered. We will complete a Service Booking on your behalf via the NDIS MyPlace Portal to confirm:

1. Leisure Networks is providing your financial intermediary services
2. Financial Intermediary service start and end dates.

CHANGING YOUR MIND

You have choice and control of your services.

If you change your mind about your services with Leisure Networks, just let us know. You can change a Service Booking at any time, but it can take up to 28 days to come into effect (as per NDIS guidelines).

LEISURE NETWORKS' RESPONSIBILITIES

We commit to undertaking the following:

- Managing your NDIA package
- Paying your providers in a timely manner, 10 working days from receipt of approved invoice
- Treating you and anyone who speaks up for you (advocate) with respect
- Keeping your information private and confidential in accordance with the Disability Services Act 2006, Information Privacy Act 2000 and the National Disability Insurance Act 2013
- Claiming only the funding allocated to us, as agreed in the Service Booking
- Listening to your feedback and resolving any problems quickly

YOUR RESPONSIBILITIES

When Leisure Networks is providing services to you, you need to:

- Treat the Leisure Networks' team with respect
- Let us know immediately if there are any changes to your personal information, contact details,
- Talk to any member of our team or a manager if you have any concerns or are unhappy about staff or your services

GIVING FEEDBACK AND MAKING A COMPLAINT

At Leisure Networks we want your feedback about our services and staff.

Even complaints are welcome, as they help to improve our services.

You can talk to a team member or manager to assist you to resolve your issue phone 5222 3911.

If you feel that you need another option to resolve your complaint you can contact the Disability Support Services Commissioner on phone 1800 677 342 or email complaints@odsc.vic.gov.au