



## Quality Form PMP-F003

### Budget Items/Supports for Plan Management Agency Claim

Your approved NDIS Plan contains information relating to your individualised funding. MOIRA requires this information under “Part 3: My Supports” of your NDIS Plan in order to complete the necessary Plan Managed Service Bookings. A Service Booking will allow MOIRA as your nominated Plan Manager to claim funds and pay your providers when invoices are submitted.

The table below list the various Support Areas under the National Disability Insurance Scheme (NDIS).

**PLEASE COMPLETE THE TABLE AS PER WHAT IS SPECIFIED ON YOUR APPROVED NDIS PLAN.**

MOIRA will only require information of the Support Areas that state:

**“HOW WILL MY SUPPORTS BE PAID: NDIS WILL PAY MY PLAN MANAGEMENT AGENCY DIRECTLY FOR THESE SUPPORTS”**

Your NDIS Plan may have the Support Area – **“CORE SUPPORTS”**, comprising of the following three (3) categories:

- *Consumables;*
- *Daily Activities;* and
- *Social Community and Civic Participation.*

Each category under your Core Supports will initially have an allocation of funds. Core Supports itself is flexible and funding is transferable between the three (3) Core Supports categories (provided all categories are Plan Managed). The allocated amount of each Core Supports categories is required in the NDIS MyPlace portal. This information is often not expressed in your paper plan.

**PLEASE PROVIDE MOIRA WITH THE PLAN MANAGED BUDGET BREAKDOWN FOR EACH CATEGORY IN “CORE SUPPORTS”**

If you do not have this, Core Supports Breakdown can be obtained via one of the following methods:

- 1) Logging on the NDIS Portal on behalf of the client and checking “My Plan > View My Plan > My Supports” section
- 2) Contacting NDIS directly. **MOIRA CANNOT DO THIS ON YOUR BEHALF DUE TO PRIVACY REASONS.**
- 3) Estimate how you believe the funds should be divided or allocated (Core Supports is flexible) and provide this to us

Support Area/Budget Name	Line Item Number (if STATED)	Amount Allocated for PMP	Service Provider	Additional Comments/Information
<b>Example:</b> CORE - Social Community & Civic Participation		\$34,500.00		Assistance with Access Community, Social & Recreational Activities.
<b>Example:</b> Improved Daily Living	15_048_0128_1_3	\$8,778.50		Individual assessment, therapy and/or training
<b>CORE SUPPORTS (mandatory)</b> Daily Activities				
<b>CORE SUPPORTS (mandatory)</b> Social Community and Civic Participation				
<b>CORE SUPPORTS (mandatory)</b> Consumables				

**PLEASE NOTE:** If “CORE SUPPORTS” states **“NDIS will pay my Support Provider AND My Plan Management Agency directly for these supports”**, you **MUST** provide information of the budget portion that is **PLAN MANAGED** for MOIRA to be able to proceed.

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Support Area/Budget Name	Line Item Number (if STATED)	Amount Allocated for PMP	Service Provider	Additional Comments/Information
Transport				
Assistive Technology				
Home Modifications				
Support Coordination				
Improved Daily Living <i>(CB Daily Activity)</i>				
Improved Relationships <i>(CB Relationships)</i>				
Increased Social Community and Civic Participation <i>(CB Social Community and Civic Participation)</i>				
Improved Health and Wellbeing <i>(CB Health and Wellbeing)</i>				
Improved Living Arrangements <i>(CB Home Living)</i>				
Improved Learning <i>(CB Lifelong Learning)</i>				
Finding and Keeping a Job <i>(CB Employment)</i>				

**RETURN YOUR COMPLETED “Request for Plan Management” FORM WITH A COPY OF THE PARTICIPANTS’ NDIS PLAN**

**Via email to:**

[PMPEngagement@moira.org.au](mailto:PMPEngagement@moira.org.au)

**OR**

**Via post to:**

MOIRA PMP  
 928 Nepean Highway,  
 Hampton East VIC 3188