

HOW TO SWITCH TO FUTURE PLAN MANAGEMENT FROM ANOTHER PLAN MANAGER

It is your choice to make changes to the providers you engage to deliver your supports. If you decide to make changes to your plan management, you can arrange to do this by contacting your existing plan manager.



To arrange the change, you can call or email them to end their services. You may need to give them notice (14 days is most common) and you only need to tell them your Name and NDIS Number and that you want to cancel. You are not required to give a reason if you do not wish to.

Suggested wording:

Subject: Cancellation of Plan Management – **(Participant Name – NDIS #)**

Dear [Plan Manager],

I (as participant or plan nominee) would like to cancel plan management services for [Participant Name], [Participant NDIS #] and request the release of my NDIS funds as soon as possible.

Please advise me of the date the cancellation will take place and forward a final report of expenditure in my current NDIS plan.

Regards,

[your name]