Request for ADEC Plan Management

## Details of Request

Person Making Request

|  |  |
| --- | --- |
| Date of request | Click here to enter a date. |
| Name of person making request | Click here to enter text. |
| Relationship to participant | [ ]  Self-referral by participant [ ]  Participant’s Representative or Nominee[ ]  LAC [ ]  Support Coordinator[ ]  ADEC staff member [ ]  External service provider |

Participant

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| NDIS no. | Click here to enter text. |
| Date of birth | Click here to enter text. |
| NDIS Plan start date | Click here to enter a date. |
| NDIS Plan end date | Click here to enter a date. |
| Postal address | Click here to enter text. Post code Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |

Participant’s Representative or Nominee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship to participant | Click here to enter text. |
| Postal address | Click here to enter text. Post code Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |
| Notes | Click here to enter text. |

Support Coordinator (If Applicable)

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Organization | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |

## Plan Management Administration

Authority to Sign Service Agreement

|  |  |
| --- | --- |
| Name of person who will be responsible for signing the ADEC Plan Management Service Agreement | Click here to enter text. |

Invoice Approvals

[ ]  The participant (or their nominee or representative) wishes to sight and approve all invoices that are submitted by providers prior to payment.

Third Party Auditing

[ ]   The participant does not agree to participate in any third-party auditing conducted on behalf of the NDIS Quality and Safeguards Commission (the NDIS Commission).  All auditors are accredited by the NDIS Commission.

It will have no effect on the services ADEC can provide if the participant does not agree to participate in audits.