



Applying to the NDIS Factsheet

What is the NDIS?

The National Disability Insurance Scheme (NDIS) is an Australian government initiative that provides funding and support to people with permanent and significant disabilities. The NDIS helps individuals access the services, equipment, and resources they need to live an independent and fulfilling life, with a focus on personal choice and control.

What does the NDIS fund?

The NDIS will fund reasonable and necessary services, items and equipment that relate to your disability (the disability that meets the NDIS access criteria). Examples include:

- support workers to help you in the home or community,
- aids and equipment (for example, wheelchair, hoists, cognitive aids),
- home modifications (for example, grab rails or widening a doorway for a wheelchair),
- supports to help you gain function and build skills (for example, occupational therapy),
- support with household tasks you're not able to do yourself (for example, meal preparation, cleaning, laundry, yard maintenance), and
- coordination of supports.

Note: The NDIS does not fund medical treatments or therapies – only disability support.

Who can apply for the NDIS?

You may be eligible for the NDIS if you:

- are aged 9 to 65,
- live in Australia and are a citizen, permanent resident, or hold a Protected Special Category Visa,
- have a disability that is likely permanent, and
- have a substantial reduction in your functional capacity (your ability to do daily activities).

Where can I find out more and get help?

NDIS

The NDIS website will have the most up-to-date information and resources on how to apply.

- NDIS website: <https://www.ndis.gov.au/>

Local area coordinators (LACs)

LACs are NDIS partners that can help with the NDIS application process and connect you to local disability services.

- Find your local area coordinator: <https://www.ndis.gov.au/contact/locations>.

Emerge Australia's NDIS resources

Emerge Australia offers a range of resources to help people living with ME/CFS and long COVID better understand and navigate the NDIS application process.

NDIS online learning module - *Applying to the NDIS*

This free, self-paced online module is designed to support individuals living with ME/CFS and long COVID to prepare a strong NDIS application. It includes downloadable worksheets to help you prepare your information and a template letter for health professionals.

- Access the learning module: <https://www.emerge.org.au/national-disability-insurance-scheme/>.

Live education sessions

These live sessions provide an overview of NDIS eligibility, tips on preparing your application, and a chance to ask questions. Sessions are run by a member of Emerge Australia's support service team.

- View session calendar and register: <https://www.emerge.org.au/learn-with-emerge-australia-lea/>.

Support and Telehealth Service

Emerge Australia's Support and Telehealth Service can answer general questions and provide feedback on reports from your health team.

- Book a telehealth call: <https://www.emerge.org.au/telehealth-service/>

Please note: Our service provide general support only. We do not have the resources to provide individual (one-to-one) advocacy for NDIS access requests or appeals, or generate a written report for your NDIS application.



Support and Telehealth Service

Our Support and Telehealth Service offers brief, one-on-one support for people living with ME/CFS and long COVID, along with their caregivers and support teams. You can talk to our team for free if you live in Australia. For more information, visit:

[emerge.org.au/telehealth-service/](https://www.emerge.org.au/telehealth-service/) or call us on 1800 865 321.



Steps to preparing a strong NDIS application

Step 1: Prepare your information

Before asking your doctors for evidence, review the NDIS eligibility criteria and make notes on how you meet them. This will help you prepare and clearly communicate your needs during your appointments with your health team.

Tip: *Emerge Australia's NDIS learning module includes downloadable worksheets to guide your preparation. These notes will help your health team provide clear, relevant evidence using NDIS-friendly language.*

Step 2: Talk to your primary treating doctor

Book a long appointment to:

1. talk about whether you might meet the NDIS criteria,
2. ask if any further treatments should be trialed before applying,
3. review existing reports or assessments, and
4. identify what additional evidence may be needed.

Tip: *Bring your notes, worksheets, and the template letter from the learning module to help guide the conversation.*

Step 3: Gather your medical evidence

You will need medical evidence showing you've tried all available treatment options for your impairments.

To do this:

- ask your primary treating doctor to write a letter of support, and
- collect reports or letters from any specialists or allied health professionals involved in your diagnosis or treatment.

Tip: *Your health team can use the template provided in the learning module as a guide for what to include in these letters.*

Step 4: Gather evidence of your functional capacity

You will also need evidence that shows you have a substantial reduction in functional capacity (your ability to do daily activities).

If possible, get a Functional Capacity Assessment from an occupational therapist (OT), as they're experienced in writing reports for NDIS applications.

If not, ask your doctor to describe your functional capacity in their support letter. You can also include:

- allied health reports that assess your functional capacity (if available)
- a personal statement and/or carers statement.

Tip: Your worksheet notes can help you, your carers, and health team describe how your impairments affect daily life.

Step 5: Complete the Access Request Form and submit the application

Once you've gathered your evidence, complete the NDIS Access Request Form.

You can download the form and find more information on how to apply at:
<https://www.ndis.gov.au/applying-access-ndis>.

You can submit the form and your supporting documents via:

- your local area coordinator,
- by emailing enquiries@ndis.gov.au, or
- by post.

Note: Even if you submit your application directly to the NDIS, your local area coordinator may still contact you to confirm your identity and ensure all necessary information has been provided.



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