

DATE:

NAME:

ADDRESS:

Dear **NAME**,

Re: Supporting Documents Request – Reasonable and Necessary Supports NDIS

My name is _____ and I am writing to request your assistance with my application for funded supports under the National Disability Insurance Scheme (**NDIS**).

In order to receive the supports I believe I require, I must submit to the National Disability Insurance Agency (**NDIA**) supporting documentation from professionals to substantiate my requests. The supporting documents must demonstrate whether or not I satisfy the relevant criterion in the National Disability Insurance Scheme Act (**the Act**). Many participants do not receive the appropriate supports under the NDIS because their supporting documentation does not address the relevant criterion.

I request that you provide, in your professional opinion, some information as to whether the supports requested are “reasonable and necessary”. Provided below is a structured guide to assist this process. I would like to thank you for your assistance with my endeavours.

Process to writing letter of support

Your letter of support should include the following information:

1. Your professional position and/or area of expertise;
2. The time period/s in which you have treated m;
3. My medical diagnosis;
4. The impairment/s amounting to, or resulting from my diagnosis;

Reasonable and Necessary

In order for the National Disability Insurance Agency (**NDIA**) to grant funding for supports in a participants plan, they must be satisfied that each support requested is “reasonable and

necessary". A support will be deemed "reasonable and necessary" if it satisfies the criterion provided below:

1. Will the support assist me to pursue the goals listed in my NDIS plan?
2. Will the support assist me to undertake activities, so as to facilitate my economic participation?
3. Does the requested support represent value for money, in that the costs of the support are reasonable, relative to both the benefits achieved and the cost of alternative support:
 - a. Would the requested support substantially improve my life-stage outcomes and be of long-term benefit to me?
 - b. Would the requested support reduce the cost of other supports required by me in the long-term?
 - c. Would alternative supports achieve the same outcome at a substantially lower cost?
 - d. For supports that involve the provision of equipment or modifications:
 - i. Does purchase of the requested support or modification represent value for money in comparison with leasing the support or modification?
 - ii. Are there any expected changes in my circumstances that would make it inappropriate to fund the equipment or modifications?
4. Do you think the support will be, or is likely to be, effective and beneficial for me, having regard to current good practice? Good practice may be demonstrated by:
 - a. A consensus of professional opinion by reference to published and refereed literature, or;
 - b. The lived experience of myself and my carers and family
5. Can the support be otherwise provided by my family, carers, the community or other non-funded support networks, and; is it reasonable to expect the aforementioned to provide such care, taking into account:
 - a. The extent of any risks to my wellbeing from reliance on family members, the community or informal networks;
 - b. The suitability of family members, informal networks and the community to provide the appropriate supports, considering:
 - i. Their age and capacity;



