SKILL DEVELOPMENT CHEAT SHEET

Budget Info:

There are three different budgets that CASoP can use to provide skill development to NDIS participants.

1. Increased Social and Community Participation
2. Improved Daily Living
3. Improved Relationships

Check out the table below for a further break down with the associated line items and hourly rates.

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| --- | --- | --- | --- |
| **What we Call It** | **Budget** | **Line Item Name** | **NDIS Hourly Rate** |
| **Skill Development** | Increased Social and Community Participation | Life Transition Planning Incl. Mentoring Peer-Support And Individual Skill Develop | $61.76 |
| Skills Development And Training | $61.76 |
| Improved Daily Living | Assistance With Decision Making Daily Planning and Budgeting | $54.30 |
| Individual Skill Development And Training Including Public Transport Training | $54.30 |
| Training For Carers/Parents | $61.76 |
| Improved Relationships | Individual Social Skills Development | $61.76 |

Different ways Participants can Manage their Funding:

1. Agency Managed Participants – NDIS holds the funding on their portal and providers make a claim directly on the portal.

Our CASoP Admin will create a service booking on the NDIS Portal based on the information within a service agreement and claim payment from here based on the hours entered on your invoice. We will email you if we have any difficulty in connecting a participant to the portal.

1. Plan Managed Participants – A plan manager is like an accountant, the funds stay on the NDIS portal but only the plan manager has access to the funding, and providers send invoices to the plan manager for the hours of support provided within a certain period. The plan manager then pays the invoices on behalf of the participant.

Our CASoP Admin will email an invoice to the plan manager using the email address that you provided in their service agreement. The plan manager makes the claim on the participants behalf and pays CASoP.

1. Self-Managed Participants -The participant mages their own funding. The funding remains on the NDIS portal and providers send an invoice directly to the participant, and the participant pays the provider.

Our CASoP Admin will email an invoice to the participant/participant nominee using the email address that you provided in their service agreement. The participant/participant nominee will pay CASoP directly.

Ask for Help:

The support coordinator/LAC that gave us the referral for Skill Development SHOULD know all of the above information like:

1. What budget are we using?
2. What line item are we using?
3. How does the person manage their funding?

Please make sure you ask the referring support coordinator/LAC for this information when you are completing the service agreement. Our Skill Development Service Agreement asks all these questions.