



# Access checklist

## Checklist for assisting people with psychosocial disability to apply to the NDIS



This checklist is a guide for support workers assisting a person to [access the NDIS](#). Please be aware that [the evidence you share with the NDIS](#) and how you present it may affect the NDIS's decision; therefore, you should inform yourself more broadly about how to put together a strong NDIS application. Do not rely on this checklist alone. [www.tspforall.com.au](http://www.tspforall.com.au) has many resources.

Access request for \_\_\_\_\_ Assisted by \_\_\_\_\_

- Access process, consent and communication preferences discussed
- ['Consent to assist in completing access request'](#) form completed (if applicable)
- Age and residency criteria addressed (one of the below options must be completed):
  - Completed [Access Request Form \(ARF\)](#) as below
    - Parts A–E & Part H: Participant has provided all relevant information
    - Part F: Psychosocial disability listed as primary disability, questions about injury and compensation addressed, checked box to indicate disability evidence to be provided as an attachment, remainder of Part F left blank.

*OR*

- Completed [Verbal Access Request \(VAR\)](#)
  - Reference number \_\_\_\_\_
- Section B of the [Evidence of psychosocial disability form](#) completed
- [Support worker letter](#) written
- Clinician appointment made: Date & time \_\_\_\_\_
- Documents prepared for clinician, including:
  - Evidence of psychosocial disability form
  - [Cover letter for GP \(optional\)](#)
  - [NDIS's GP fact sheet](#)
  - Support worker letter
- Completed Evidence of psychosocial disability form returned by clinician
- Other evidence gathered (if applicable)

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- Application submitted to NAT@ndis.gov.au Date: \_\_\_\_\_
- Follow up call scheduled (if no decision is received within 21 days) Date: \_\_\_\_\_

**Disclaimer:** The information contained in this publication is correct at the time of publishing (September 2020). The information provided in this document should not be relied on instead of other legal, medical, financial, or professional advice.