

## Understanding how your NDIS plan can be managed

Benefits	Financial administrator 'Distinctability services'	Self Managed	NDIA Managed
No additional cost to your plan	✓	✓	✓
You choose among providers registered with the NDIS	✓	✓	✓
You choose among providers not registered with the NDIS: personal support workers, therapists, etc.	✓	✓	✗
You choose which expenses you would like to pay and which expenses you would like us to pay	✓	✓	✗
Personalised service	✓	✓	✗
You approve the bills and we pay it on your behalf	✓	✗	✗
We organise your paperwork and bills and keep records of any transactions in case you are audited.	✓	✗	✗
We help you track your spending and provide you with up-to-date statements.	✓	✗	✗
We will be employed by you: you are the boss, but the funding comes from NDIA with no cost to you.	✓	✗	✗



# distinctability

We're here for you.

distinctability

To find out more, visit  
[distinctability.org.au](https://distinctability.org.au)

Call 1800 234 469  
or email  
[info@distinctability.org.au](mailto:info@distinctability.org.au)

NDIS Registration Number  
4050015500

[distinctability.org.au](https://distinctability.org.au)

# distinctability

## Too busy?

## No time to log your payment requests into myplace?

## Want complete control over your choice of provider?

- ✔ Appoint Distinctability as your financial administrator.
- ✔ You choose your providers under your plan. We'll organise their payment.
- ✔ It's simple and doesn't cost you anything.

You keep full control over your choice of provider. We manage the payments and keep the records required by NDIS, leaving you more time to enjoy the things that matter to you most.

**Distinctability. We're here for you.**

### What is a financial administrator?

This is an optional service that NDIS participants can elect to use if they wish to retain choice and control over the providers they use.

CB Choice and Control

Improved Life Choices

Plan management to help you manage paying for services under your plan

You can make a request (referred to as a plan management request) specifying who you want to use to manage the payment aspect of funding for supports under your individualised plan.

### What does Distinctability do?

Once you receive an approved service under the NDIS, we'll manage the payment to that provider on your behalf. We need you to tell us that the invoice is ok to pay, and then we'll:

- ✔ Ensure the invoice has all the necessary information to claim from the NDIA – if there's anything missing, we'll follow up with the provider directly
- ✔ Lodge the payment request on the NDIS portal, myplace
- ✔ Pay the provider
- ✔ Give you regular statements that show how you're tracking against approved expenditure on your plan.

### What's the benefit to me in using Distinctability as a financial administrator?

- ✔ You save time – no more entering invoice information into myplace.
- ✔ We'll ensure your providers are paid quickly, once you've let us know that you've received the service.

- ✔ We'll maintain the records needed by NDIA on your behalf so you don't need to worry about keeping a lot of paperwork.
- ✔ It doesn't cost you anything.

### Why choose Distinctability as your financial administrator?

We are a specialist, registered financial administrator provider under the NDIS. It's all that we do, so we are experts in processing payments and ensuring our clients have more time to focus on what's important to them.

With a CPA on staff, we have a strong quality assurance process in place to give you confidence in our service.

As a not-for-profit provider, we reinvest surplus into community programs that foster greater social inclusion and equality for all.

### How can I get Distinctability to be my financial administrator?

It's a simple process. You can request plan management to be included in your NDIS plan during your planning meeting.

