

The NDIS Review Preparation Checklist

A practical list to get ready for a review of an NDIA decision. Tick each step when it's done. You don't need to do it all in one sitting.

1. Find and organise the decision letter

- ☐ I have the full decision letter, including any attachments
- ☐ I have saved a copy and a printed copy
- ☐ I know the date of the decision and the date I got it

2. Know which decision you want reviewed

- ☐ I know which decision this is (for example a plan decision, or an internal review decision)
- ☐ I know whether my next step is an **internal review** by the NDIA, or a review by the **Administrative Review Tribunal (ART)**. An ART review is usually only after an internal review decision.
- ☐ I have written the decision I want reviewed in one sentence:

3. Important dates and deadline

Use the deadline in your own letter. Time limits can differ, so don't use a general rule.

Date of decision

Deadline from my letter

Where in the letter (page)

Date I plan to lodge by

4. Gather your documents

- ☐ Assessment reports (for example an FCA, OT, speech or psychology report)
- ☐ My current plan, or the statement of supports
- ☐ Earlier decision letters, if any
- ☐ Notes of phone calls or meetings with the NDIA (date, who, what was said)

5. List each disputed support separately

Support	What was decided	What outcome I want

6. Compare recommendations with decisions

- ☐ For each support, I have written what the report recommended and the page
- ☐ I have written what the NDIA decided and the page
- ☐ I have marked each one: express refusal, partly approved, increase refused with existing funding kept, possible match, or no decision found
- ☐ I haven't treated a support the letter doesn't mention as refused

7. Gaps, inconsistencies and missing explanations

- ☐ A recommendation the letter doesn't address
- ☐ A reason that doesn't match what the report says
- ☐ A decision with no reason given
- ☐ Numbers that don't add up, or that differ between documents

8. Questions for the NDIA or the review

9. Organise your documents

- ☐ Each file has a simple name, for example: **01 Decision letter 2025-10-07.pdf, 02 OT assessment 2025-08.pdf**
- ☐ I refer to pages, for example: "OT assessment, p 12"
- ☐ I have made a short index (below)

No.	Document	Date	Pages

10. A short, factual summary of your concerns

Keep it calm and factual. Say what was decided, what you think is wrong and why, with page references. For example: "The OT report recommends 52 hours (p 12). The decision keeps 30 hours and gives no reason about my goals (p 8)."

Free NDIS appeals advocacy may be available to you. If you're not sure about your deadline or pathway, ask the NDIA or an advocate early.