

How to Buy Supports

When you self-manage your NDIS funds, there are **three main ways** to buy supports:

1. Buy Your Supports from a Business or Organisation

- You can buy supports from any business or organisation that helps you reach your goals.
- They do not have to be registered with the NDIS.
- If you choose an NDIS registered provider:
 - **Tell them** you are self-managing your plan.
 - **Ask for receipts** for your purchases. You will need these for your records.

For more information on self-management and purchasing supports, visit the [NDIS Self-management page](#).

2. Use Self-Employed Contractors

- Self-employed contractors work for themselves and have their own [Australian Business Number \(ABN\)](#).
- They manage their own insurance, taxes, and superannuation.
- Before hiring a contractor, check the '[unregistered providers checklist](#)' for invoicing requirements.
- Ensure they have:
 - Relevant safety checks (e.g., [Worker Screening Check](#)).

- An ABN.
- Appropriate insurance coverage.
- The right skills and qualifications for the job.

3. Directly Employ Staff

- This means you hire support workers as your staff.
- When directly employing staff, you need to:
 - Ensure they have the right skills and qualifications.
 - Check that they have relevant safety checks.
- You must also pay:
 - Fair wages according to industry standards.
 - Superannuation (a retirement savings contribution).
 - Necessary insurance (like workers' compensation).
 - Taxes as required by law.

If you hire staff directly, consider getting help from professionals such as accountants or employment agencies. They can help you set up a system for paying your staff correctly.

Additional Information

- **Keep Records:** Always keep invoices and receipts for the supports you purchase. You need these for your records and to show how you used your NDIS funding. See our resource called [‘Keeping Records’](#) for more information.

- **Understand Your Responsibilities:** When self-managing, you are responsible for ensuring that the supports you buy help you meet your goals in your NDIS plan. The [NDIS Guide to Self-management](#) explains these responsibilities in detail.
- **Seek Help if Needed:** If you're unsure about purchasing supports or managing your funds, talk to your Local Area Coordinator (LAC) or NDIA planner. They can provide guidance and support.