

Self-Managed Plans & Marli and Moe

Before signing your Service Agreement with Marli & Moe, it's important to be aware of your responsibilities as a self-managing participant, and our responsibilities as the provider.

For Self managed budgets (including your Support Coordination), you will need to –

- **Manage your funding** so the costs of the support can be covered, knowing that the funding is intended to last your entire plan period. (we can support you to monitor this)
- **Claim and pay for supports** by making payment requests and paying for invoices on time.
- **Keep invoices and receipts** to show you have paid for your supports using your NDIS funding.
- **Participate in any payment auditing** with NDIS where you will need to provide invoices, receipts or other evidence to show you have spent your funds in-line with your NDIS plan.



Responsibilities of Marli & Moe in Regards to Invoicing Self-Managed Participant

- Respond to communication/action tasks within 48 hours
- Provide a breakdown of work completed on each invoice (itemization)
- Send the invoice to the client for payment within 48 hours of completing the task/ appointment
- Provide 7 days notice to pay an invoice
- Pause services when payment is not made as requested

Responsibilities of the Self-Managed Participant in Regards to Invoice Payments

- Talk to the Provider if the Participant has any concerns about the supports/invoices being provided.
- Let the Provider know immediately if the Participant's NDIS plan is suspended or replaced by a new NDIS plan or the Participant stops being a participant in the NDIS.
- Make payment on invoices within the allocated 7 days
- Understand that services may be paused when payment is not made as requested

