



# Plan Management Financial Administration

Registered  
NDIS  
Provider

**Understanding you and your goals to get the most out of your unique NDIS plan**

**It takes time and knowledge to make the most of an NDIS plan. That's why clients rely on Gateways Plan Management Financial Administration team.**

We take the time to know our participants and understand their goals so that every interaction we have is an opportunity to maximise the potential of your unique NDIS plan. We are not a "tick and flick" PMFA provider. Our team prides itself on working with you and your nominees to ensure your plan delivers exactly what you want and need.

# Plan Management Financial Administration



## PMFA means more choice for you

Engaging a Gateways plan manager takes the stress out of managing your NDIS plan so you can focus on achieving your goals and living your best life.

It allows you to choose from both NDIS registered and non-registered service providers while Gateways manages day-to-day administration such as approving and processing invoices and keeping track of your plan's funding balance. We can work with your support coordinator, a family member or directly with you.

## Who can have a plan manager?

You can ask NDIS to add PMFA to your plan. This allows you to have full choice and control to use registered and unregistered providers. Your NDIS plan will state "CB Choice and Control". This is the line item for Plan Management and pays your plan manager to pay your invoices via the NDIS portal.

## What does it cost?

If Plan Management is included in your NDIS plan (under the Improved Life Choices bundle), there is no cost to you at all!

You just need to make sure you ask for Plan Management during your NDIS planning meeting so that appropriate funding is allocated in your plan.

## What next?

Our team exists to help you manage your plan your way. To apply for Gateways PMFA services, contact your nearest Gateways Support Services office to request a Plan Management Referral Form or email [pmfareferral@gateways.com.au](mailto:pmfareferral@gateways.com.au).

Gateways is an NDIS and DHHS registered disability service provider, with quality accreditation.

## The Gateways difference

- Attention to detail
- Lived experience of disability
- Personalised approach
- Making the most of your plan

Our friendly and helpful team brings professional and lived experience to managing your plan. This means they not only understand the NDIS, they can also relate to you and your family and understand the pressures and challenges you may be experiencing.

Gateways' PMFA team has a reputation for being accessible and working closely with support coordinators, families and participants to solve issues quickly. We are tuned in to changes in your circumstances or service delivery and ready to make adjustments to keep things running smoothly.

We investigate, we follow up and we make sure that your plan keeps working towards your goals. Our team is professional and efficient, working hard to ensure provider invoices are paid promptly.

## Additional information

### Head Office | Geelong

12-14 Thompson Rd, North Geelong, VIC 3215  
(03) 5221 2984 | [info@gateways.com.au](mailto:info@gateways.com.au)

### Werribee Office

3 Princes Hwy, Werribee, VIC 3030  
(03) 9749 7388 | [westernmelbourne@gateways.com.au](mailto:westernmelbourne@gateways.com.au)

### Western Melbourne Office

77 Droop St, Footscray, VIC 3011  
(03) 9396 1111 | [westernmelbourne@gateways.com.au](mailto:westernmelbourne@gateways.com.au)

### Warrnambool Office

171 Lava St, Warrnambool, VIC 3280  
(03) 5562 8271 | [southwestservices@gateways.com.au](mailto:southwestservices@gateways.com.au)