

Checklist: NDIS Letter of Support

For Health Professionals



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This checklist contains the key elements that demonstrate good evidence in a NDIS Letter of Support or report. Use the checklist to ensure letters and reports include evidence of permanent disability that will help the NDIA make a decision about a person's eligibility for the NDIS.

Important: Areas of the letter or report may need additional information, clarification or changes. It is important to ensure that the evidence is as complete and correct as possible before submitting the Letter of Support to the NDIS.

Relevant and Recent

Is contemporary and recent (less than twelve (12) months old).

Is completed by the health professional most relevant and appropriate to your primary impairment, and who ideally has been involved in your care for at least six (6) months.

Includes diagnosis (if known) and relevant medical information.

Includes the date/s symptoms began or when the condition/s were first reported.



Impairments, Functional Capacity and Impacts

Confirms the impairment that has the greatest impact on daily life.

Describes any other relevant impairment/s.

Describe the impacts of impairments on one (1) or more functional areas (i.e. communicating, socialising, learning, mobility, self-care and self-management), including where there are substantial impacts.

Confirms these functional impairments impact on the different areas of life (especially work, study and/or social participation).

Describes the types and amount of person-to-person support, and assistive technologies, equipment or modifications required to complete every day tasks because of the impacts of the impairment/s.



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Treatments – Past, Present and Future

Describes previous treatments and outcomes, including medications, surgeries and therapies trialled, lifestyle changes, and all outcomes to date.

Includes clinical rationale explaining why certain treatments were not pursued or are not considered appropriate/effective for the individual.

Provides a clinical opinion on the likelihood that the impairment/s are permanent.

Describes future treatment options and expected outcomes of those treatments.

Describes any ongoing therapy or management plans (seizure management, speech therapy etc.).

Note: For rare or undiagnosed conditions, it's vital to show that impacts and impairments persist despite treatment efforts.



Applying for Early Intervention Supports:

To determine if a person is eligible for Early Intervention (EI) supports, evidence must:

Describe the impairment/s or how the developmental delay criteria have been met (children under six (6) years).

Explain how the impairment is, or is likely to be, permanent (for people aged 6 and over).

Describe how early intervention supports are likely to improve, maintain, or prevent decline in function.

Describe the types of early intervention supports needed.



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For Rare or Undiagnosed Conditions, Confirm the Following (Where Relevant):



People have worked with clinicians to explore known and appropriate treatments, even if no formal diagnosis exists.

People have engaged in support or therapy, including allied health, mental health, or lifestyle-based interventions and despite these efforts, the impairment/s remain.

The impacts may vary in intensity, but the overall impairment is substantial and enduring.

*This resource is part of the nationally codesigned **Rare Disease Disability Toolkit** and is accurate at the time of publishing (February 2026). For more information, see the **NDIS and Rare Disease Disability – Part 1: Access and Eligibility guide**. The information provided does not necessarily represent the views of Rare Voices Australia (RVA) or imply endorsement. RVA is not liable for any loss, damage, or consequences arising from the use or misuse of this resource.*

