



For NDIS Support Coordinators  
& Allied Health Professionals

## Completing a Home and Living Supports Request Form in relation to a person requiring Specialist Disability Accommodation (SDA)

If an NDIS participant has a home and living goal, they need to complete a [Home and Living Supports Request Form](#).

The NDIA will review the information provided in this form and any other supporting documentation provided. The NDIA will use this information to identify appropriate home and living supports that may assist a participant to pursue their goals. This includes Specialist Disability Accommodation (SDA).

The form will help the NDIA understand the person's:

- daily support needs
- health medical needs
- current circumstances
- housing history
- strengths
- barriers
- ongoing requirements

The form can be submitted at any time. However, if the participant is seeking an unscheduled review to request SDA, you can submit a [change in circumstance](#) alongside the Home and Living Request form.

For a person to be eligible for SDA, an NDIS participant must have:

- an extreme functional impairment (SDA Rule 12); **or**
- very high support needs (SDA Rule 13); **and**
- meet the SDA needs requirement (SDA Rule 14)

More information on SDA eligibility:

- [SDA Rules 2020](#)
- [Summer Foundation SDA Eligibility Flowchart](#)
- [Summer Foundation Housing resources](#)
- [Housing Hub SDA resources](#)

Here are some tips to consider, as you work through the form. These tips are general in nature, so individual circumstances should be considered when completing the form.

## General

Ensure the email subject clearly states 'Application for SDA funding' and if urgent ensure 'URGENT' is the initial cue.

Send to [enquires@ndis.gov.au](mailto:enquires@ndis.gov.au). Also send directly to the NDIS Planner or NDIS Team who have been involved with the person making the request.

You will need to complete the whole form. This guide details the part where you need to pay particular attention.

## Part 2: Reason for this Request

### 2.1. What is your main reason for this request?

- There may be multiple reasons why a person needs to apply.
- Tick all applicable reasons; however, consider the reasons that may contradict the SDA rules e.g. *"My current lease is ending"* or *"I can't pay my rent/my rent is unaffordable"*. If applying for SDA, you need to demonstrate the need for an SDA response and why mainstream housing is not an option. A lease ending in a private rental may result in support to seek alternate mainstream housing options, as opposed to SDA or rental assistance support.

### 2.2. Is there another reason for your request?

- If 'exploring housing options', consider including the NDIS housing goal as an example for a reason for the request.
- If wanting to apply for SDA and housing plan/exploring housing is complete, indicate in this box 'SDA Application' and refer to your attachments.

## Part 3: Current living arrangement

### 3.1 What is your current living arrangement?

- Tick the option that best describes the person's living arrangement. If it is not listed, describe it in the text box at 3.2. You might later want to refer back to this living arrangement and why it is or is not working.

## Part 4: Housing and living support goals

### 4.1. Do you have a housing and living support goal in your NDIS plan?

- Express the NDIS housing goal. Emphasising the goal will ensure it is at the forefront of the NDIA representative's mind when 'assessing' the form.

### 4.2. Do you want to add this goal or another housing and living goal to your plan at plan review?

- There isn't a place to comment here, but if the answer is 'yes', then write if you require an 'unscheduled plan review' as it is suggesting the review would only be at the scheduled time.

## Part 5: Supports to help you

### 5.1 What housing and living supports will best help you to meet your goals?

- Be mindful of what the person is requesting:
  - If it is SDA and the current home is not an option do not to tick "*help with modifying my current home*".
  - For someone exploring housing options who does not have support coordination hours in their NDIS plan, it would be beneficial to tick "*help to find a different home*".

## Part 6: Your current housing and living situation

### 6.1. Who do you currently live with?

- Be clear about the sustainability of this living arrangement regarding ongoing supports and any risks to the current living situation around who the person is living with.

### 6.3. Where did you live before your current arrangement?

- Outline if previous living arrangements didn't work out and why e.g. if living with another person posed issues, this is a good place to identify this.

### 6.4. How are you managing at home now?

- Be mindful of the informal support that a person may be receiving at home at the moment and any limits to sustainability. Consider if they were to move what this would look like. Sometimes people don't count prompting, support for decision-making and accessing information as part of their daily support needs, which could change the way the support needs are perceived.

## 6.5. What is most important to you for your future living arrangements and support needs?

- Focus on the person's housing and support needs and preferences.
- Consider where the person wants to live, how they want to live, who they want to live with and what support model might meet their needs. If wanting to live alone, be clear about this here.
- Refer back to the NDIS housing goal.

## 6.6. Do you have any cultural, religious, lifestyle or personal preferences?

- The person's preferences can be further reiterated here.
- If there are any specific factors that would impact on preferences, specifically around occupancy or building type, this needs to be outlined.

## 6.7. How would a change to your current living arrangement or supports, improve your overall wellbeing or functioning?

- This question refers to the SDA needs requirement (SDA Rule 14). This means describing how SDA will improve the person's functional capacity, specifically in relation to daily activities, mitigating further deterioration of function and daily participation, and helping to create better connections with family, community, health services, education, and employment. You could also describe how SDA would reduce risks, improve safety and help the person achieve their goal.
- Consider response to non-SDA Supported Independent Living (SIL) (read [Closed Setting SIL Homes: Policy Position Statement by Summer Foundation](#))

## 6.8. Do you receive assistance right now from a carer or support person?

- Be mindful that this could be informal or formal support.
- If there are multiple people/support providers involved, include them here.

## 6.9. Is there anything else you would like to tell us about your current housing and living situation?

- Include any other risks or reasons why mainstream housing (a non-SDA response) wouldn't meet the person's needs.

# Part 7: How do you manage tasks?

## 7.1. How do you manage everyday tasks?

- Be clear about identifying the person's function including fluctuations in ability. This is demonstrating the person's support needs, which could contribute to considering SDA eligibility e.g., very high person-to-person support needs.
- Use this question to address SDA Rule 12 - 'Extreme functional impairment', or SDA Rule 13 - 'Very high support needs'.

## Part 8: Your health care needs

### 8.1. Do you need support with your health care needs?

- This is important to consider carefully as it identifies health related NDIS supports and demonstrates the level of support required.

## Part 9: Assessments and reports

### 9.1. Have you completed or had a review of any of the plans or programs listed below in the last 12 months?

- The assessments in this list could cover some evidence that is gathered for SDA, but it does not mention an SDA assessment specifically.
- If a person is in residential aged care (RAC) or hospital, be clear about the completion of the relevant plans that would apply.

### 9.2. Have you completed or had a review of a plan or program that was not listed above?

- This is important to demonstrate that you are exploring housing options and the process has started.
- If you have completed a housing plan, SDA assessment, functional assessment and any other reports etc, then identify this in the free text box here. Ensure you attach all documents, clearly labelled, to the Home and Living Supports Request form.

## Part 10: Assistive Technology and Home Modifications

### 10.1. Do you currently use assistive technology or equipment?

- For 'yes', be clear - consider mobility aids, continence items and larger items like hoists etc. You can also include communication technology.

### 10.2. Have you had any home modifications done in the past year?

- For 'yes', include information about why these no longer meet the needs of the person, or any risks they pose.

## Part 11: Your decision-making

### 11.1. Do you receive any help with decision-making?

- There isn't a space here to identify if this is formal or informal. If possible, identify that the support a person may receive for decisions could be contextual and not for all decisions. Any detail about this is helpful.