



NDIS Application Template Pack

For PDA families — 4 essential documents

This pack contains four template documents to support your NDIS access application. Each template is designed for PDA families — adapt each one to your child's specific situation. These are guides, not finished documents. Your personalised content is what makes them effective.

Document 1 — Parent Supporting Statement Template

Use this as your starting framework. Replace all bracketed content with your child's specific situation.

Template structure

- Paragraph 1: Introduce yourself and your child. [Child's name] is [age] years old and was diagnosed with autism (PDA profile) in [year] by [clinician].
- Paragraph 2: Daily functional impact — morning. Our mornings typically involve... [describe specific demand avoidance, meltdowns, time taken, support required].
- Paragraph 3: School participation. [Child's name] currently attends/does not attend school because... [describe school refusal, adjustments, meltdowns, attendance record].
- Paragraph 4: Personal care and daily living. [Child's name] requires support with... [dressing, eating, hygiene — describe what help is needed and why].
- Paragraph 5: Safety and community participation. Our family cannot... [describe activities you cannot do, safety risks, community participation barriers].
- Paragraph 6: Impact on family. As a result of [child's] support needs... [describe impact on siblings, employment, parent mental health, social isolation].
- Closing: We are requesting NDIS funding to support [child's name] to... [state what you hope the plan will fund].

Document 2 — Professional Briefing Guide

Share this with treating professionals (OT, psychologist, paediatrician) to guide their reports.



NDIS Application Template Pack

For PDA families — 4 essential documents

What to ask professionals to include

- The diagnosis and its permanence — confirm this is a lifelong neurological condition
- Functional impact across each daily living domain
- Specific activities the child cannot do independently due to the disability
- Support currently provided and why it is necessary
- Likely future support needs
- Avoid clinical language without functional translation — the NDIS reviews function, not diagnoses

Document 3 — Evidence Checklist

- ■ Autism/PDA diagnosis report (paediatrician, psychologist, or psychiatrist)
- ■ OT report — activities of daily living and participation
- ■ Speech pathology report (if communication impacted)
- ■ Psychological/psychiatric report — anxiety, mental health, behaviour
- ■ School report or learning support plan
- ■ Parent supporting statement (your written account)
- ■ Any specialist medical reports for co-occurring conditions
- ■ Photos or video evidence of meltdowns (optional but powerful — with consent)

Document 4 — Functional Domain Description Guide

The NDIS assesses functional impact across six domains. Use these prompts to describe your child's impact in each area.



NDIS Application Template Pack

For PDA families — 4 essential documents

NDIS functional domains — what to describe

- Communication: Can they express needs, understand instructions, engage with others in different settings?
- Social interaction: Peer relationships, community participation, group settings, family interactions.
- Learning: School attendance, concentration, task completion, demand avoidance in learning contexts.
- Mobility: Can they physically access environments? Are there safety concerns related to bolting or avoidance?
- Self-care: Dressing, hygiene, feeding — what can they do independently and what requires support?
- Self-management: Managing emotions, behaviour, safety. Frequency and severity of crisis episodes.

Getting professional support

Many families find the NDIS access application significantly more successful when supported by an advocacy service or experienced support coordinator. Ask your child's paediatrician for a referral, or search for NDIS advocacy services in your state.