Practical Guide to the NDIS by National Disability Services (NDS)

## Appendix: Charging non-NDIS Funded Activity Costs

Version 1: November 2017. Author: NDS, Victoria Contact Stephanie Worsterling, NDS Transition Adviser, with any enquiries at [Stephanie.Worsterling@nds.org.au](file:///\\NDS.local\VIC\Folders$\Kate.Vanderdrift\Desktop\PG\Stephanie.Worsterling@nds.org.au)

## About this resource

This resource assists providers to understand activity costs, specifically when providers are able to charge participants a fee (using non-NDIS funds) to cover the cost of an activity. It is recommended that providers read our Practical Guide, ‘NDIS Funded Activity Costs’, in conjunction with this document.

### About charging non-NDIS Funded Activity Costs

The NDIS Price Guide 2017-18 states that providers cannot claim payment from participant plans to pay for expenses related to recreational pursuits, such as entrance fees. However, when delivering a group activity or individual support in the community, providers may incur a cost related to the activity (e.g. cost of going to a theatre production). In these circumstances, providers are able to charge participants directly for activities related to the supports delivered.

Additional costs that can be charged may include:

* Entrance fees, for example for the movies or park entry fees
* Activity-specific equipment and resources, for example road bike hire, mosaics
* Activity-specific expertise e.g. qualified personal trainer, qualified artist

An activity cost can also include staff entry fees in instances where an organisation or company does not accept [Companion Cards](http://www.companioncard.gov.au/cardholders_where.htm). This is because providers are not able to claim payment against a participant plan for the cost of entry for a paid support worker (as detailed in the [2017-18 Price Guide](https://www.ndis.gov.au/medias/documents/h9c/h8c/8802879275038/201718-VIC-NSW-QLD-TAS-Price-Guide.pdf)). Providers are encouraged to develop mutual understandings with those organisations to reduce costs to participants.

Providers will need to include information relating to cost and payment method of activity costs in their NDIS Service Agreement (Terms of Business).

### Marketing your activity cost

Providers will need to consider how many participants are required for each activity or program to ensure that it is financially viable.

Providers are encouraged to review the practices of other NDIS providers to inform their own costing approach for activities. Providers should also develop their understanding of local market trends and value of their service offering when considering how much they will charge for their activity cost.

### Example: Costing non-NDIS funded costs

Organisation A is planning to run a cooking program for 10 weeks. Organisation A has established that it will cost them $800 for food and other supplies to run the program (excluding the staff costs). By reviewing their participants and their goals, and the expressed demand, they know that eight people want to participate. They also know that their maximum capacity for this program is ten participants. Organisation A will therefore charge participants $10/week to ensure viability of the program.