



**Skylight Mental Health**  
**Provider Registration Number – 4050000735**  
**08 8378 4100**

### **Plan Management Arrangements**

To whomever it may concern;

NDIS participants have the right to exercise choice and control, which also informs how their plan is managed. Skylight are registered to provide plan management for NDIS participants, with our aim to ease the burden on our participants by taking care of the financial and administrative side of their NDIS plan.

Under a plan management arrangement, most bills are to be paid by the participants nominated Plan Manager.

This participant has chosen to have their services be plan managed by **Skylight Mental Health**.

Our billing details are as follows:

Skylight Mental Health (ABN – 85 595 741 081)  
5 Cooke Terrace  
Wayville SA 5034  
08 8378 4100  
Email: [planmanagement@skylight.org.au](mailto:planmanagement@skylight.org.au)

We are happy to receive invoices on behalf of this individual via email or by registered post. We can only pay for services after they have been rendered. We prefer to lodge payment via direct debit.

In accordance with NDIA rules and regulations, the following details are required on invoices sent to Skylight. The exclusion of any of these details may result in the invoice being ineligible for payment.

1. Name of Participant	2. Description of Service	3. Invoice Number
4. Payment Terms	5. Date of Service(s)	6. Time of Service(s)
7. Quantity of Service(s)	8. Hourly Rate Used	9. Total Amount Due
10. NDIS Code (if known)	11. Bank Details	12. Email Address

Invoices should be forwarded to **Skylight Mental Health** once the service has been provided. When the services can be billed from funds that Skylight plan manage, and there is an active plan in place, Skylight will pay invoices within 14 days.



Skylight Plan Management services are bound by the rules and regulations imposed by the NDIA, and these could influence the nature of the service you provide this participant. It is advised that you are fully aware of what NDIS rules and regulations influence your relationship with this individual before engaging in services our client. More information on the NDIS can be found at <https://www.ndis.gov.au/>.

Your services may be bound by a price cap (a limit on the amount you may charge per hour of service) which Skylight must abide by when processing your invoices. These price caps and other rules and regulations can be found in the most current versions of the NDIS Support Catalogue and NDIS Price Guide, available on the NDIS website. We advise that you confirm the price cap relevant to your services before rendering services.

Skylight requires that you submit a confirmation of your contractual relationship with this individual before the provision of services, in order to protect both yourself, and the individual. Evidence of agreement between parties of the nature, frequency, and cost of services is sufficient. Such detail will allow Skylight to confirm that your arrangement with this individual adheres to the various rules and regulations imposed by the NDIA, and thus confirming that the agreement is enforceable.

If Skylight are not made aware of these details, then be advised that any services rendered to this individual will be remunerated in accordance with NDIA rules and regulations, and not necessarily in accordance to any arrangements made with this individual that Skylight were not made privy to prior to the rendering of services.

Do not hesitate to get in contact if you have any queries.

Kind Regards,

**Joshua Gore**  
**Billings and Accounts Payables Officer**  
**Skylight Mental Health**