

PRIVATE CARERS

Having private carers can give you much more control and choice over who you use, and stretch your dollar further. However, managing private carers as employees is a lot of extra work and stress, but there's a much simpler way, and that is to hire an independent contractor/sole trader with their own ABN. This way you can also use a plan manager to pay their invoices out of your NDIS funding.

A sole trader/independent contractor is an individual running a business. They legally take on the responsibility for all aspects of the business, including insurances, superannuation and tax.

WHAT TO DO

1. If your carer doesn't already have an ABN, you'll need to request they get an ABN online. <https://register.business.gov.au/registration/type> . They must be an Australian citizen and have a Tax File number.
2. Negotiate pay rates around the following NDIS price-guide line items or a flat rate to cover off any time of day or week.
 - 01-400-0104-1-1-T Weekdays Ordinary
 - 01-401-0104-1-1-T Weekdays Evenings
 - 01-402-0104-1-1-T Saturday
 - 01-403-0104-1-1-T Sunday
 - 01-405-0104-1-1-T Weekdays Overnight
3. Remember as you negotiate, they are taking on all responsibility for insurance, superannuation and tax.
4. Have an arrangement for a sign on and off system (timebook) and then ask them to submit invoices either to yourself (if you wish to crosscheck their invoices against the timebook) or to us at Assist Plan Managers.
5. We will pay all invoices within 3 - 5 days.

Assist Plan Managers take no responsibility for the information provided in this document.