

Letter of Support Checklist

Review this checklist before submitting your letter.

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Is the letter written by an allied health professional that works with the participant, and understands their needs?	<input type="checkbox"/>
Does the letter explain why this product or service is reasonable and necessary?	<input type="checkbox"/>
Does the letter describe how the item(s)/service will benefit the participant's daily life?	<input type="checkbox"/>
Does it show how the item(s)/service will help a participant overcome the impact of their disability?	<input type="checkbox"/>
Does the letter list the specific item(s)/service required?	<input type="checkbox"/>
Does it detail how much the item(s)/ service cost?	<input type="checkbox"/>

If you ticked all the above questions, send us the letter so we can work with you to ensure your use of funds gets what you need and within the guidelines.

Remember, a 'letter of support' can be delivered as a printed letter, an email, or a PDF document.

Note: where you are unable to obtain a letter of support you could consult with your Local Area Coordinator or Planner to approve your use of funds.

We're here to help

To learn more about why we need a letter of support, check a recent article we wrote, [here](#). If you have any further questions, our friendly team are a phone call or email away.

Ph: 1300 60 33 89 **Email:** info@myautonomy.com.au

