

Disability Support Services



**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA



Managing your flexible funding and working with your host – Tier 4



Published: April 2026

What you will find in here

Page number:



About this Easy Read2



Hosted flexible funding.....6



Tier guidance8



Tier 4 guidance12

What you need to do in Tier 4.....13



What your host needs to do
in Tier 421



Questions and support.....24

About this Easy Read

Disability Support Services

This Easy Read is from the Disability Support Services unit at the Ministry of Social Development.



In this Easy Read:

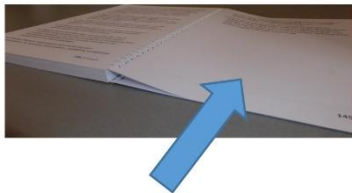
- **DSS** is short for Disability Support Services
- **we / us** means Disability Support Services.



This Easy Read document is about **Tier 4 guidance** for people getting **hosted flexible funding**.



Guidance means the support your host gives you to manage your funding.



Here a **tier** means how much guidance you get from your host.

You can find out more about what each of the tiers means on **page 6**.



Hosted flexible funding means a **host** supports you to plan / use your:

- **Individualised Funding**
- or
- **Enabling Good Lives** personal budget.



A **host** is a person / group who takes care of your flexible funding.



Enabling Good Lives is a different way of thinking about disability support.

Enabling Good Lives is about having:

- choice and control in your life
- the support you need and want
- a good life.



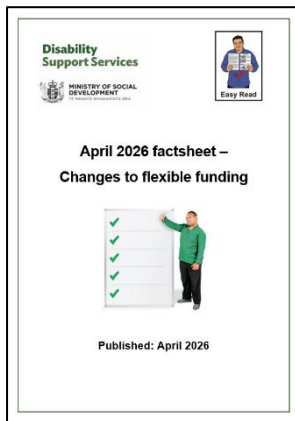
Enabling Good Lives is also called **EGL**.



Individualised Funding is a kind of funding that means the disabled person can decide what support they need.



You can ask your host if you do not know what tier you are in.

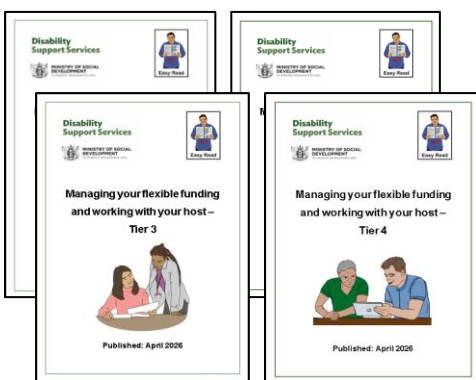


There is an Easy Read with more information called:

April 2026 factsheet – Changes to flexible funding.

You can find this Easy Read factsheet at:

www.disabilitysupport.govt.nz/Aprilchanges

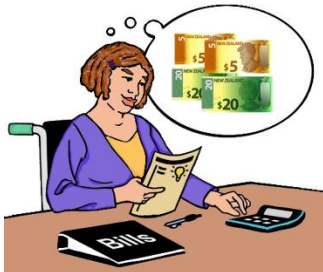


There is also Easy Read information about the other 3 tiers.

You can find this Easy Read information at:

www.disabilitysupport.govt.nz/tiers-infosheets

Hosted flexible funding



Hosted flexible funding means you have a:

- flexible funding budget
- plan to arrange your own supports
- host to support you to manage your funding.



Hosted flexible funding is for:

- hosted Enabling Good Lives Personal Budgets
- Individualised Funding like:
 - IF Personal Care
 - IF House Management.





Your hosted flexible funding can be used for things that:

- match your funding plan

and

- are part of your disability support needs.



You can talk to your host if you are not sure about what your funding is meant to be used for.

Tier guidance



Everyone with hosted flexible funding gets guidance from their host.



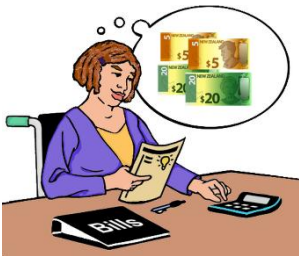
The 4 tiers say how:

- often your host will check in with you
- much guidance you get.



What tier you are in is based on:

- your life
- your funding
- how much you have managed your funding before.





What tier you are in is also based on how well you think you can manage your funding.

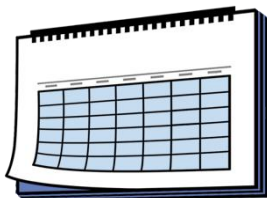


What tier you are in does not change how much funding you get.

The 4 tiers are:



- Tier 1 – low / little support
- Tier 2 – some support
- Tier 3 – regular / usual support
- Tier 4 – frequent / a lot of support.



Your tier level can change over time.



Changing your tier will be looked at during your next assessment / review by your:

- **Needs Assessment Service Coordination organisation**



- Enabling Good Lives site.



A Needs Assessment Service Coordination organisation supports disabled people to work out:

- what they need for a good life
- what support they can get.



In this Easy Read **Needs Assessment Service Coordination organisations** are called **NASCs**.



Your host does not choose your tier.

You can find more information about tiers at:

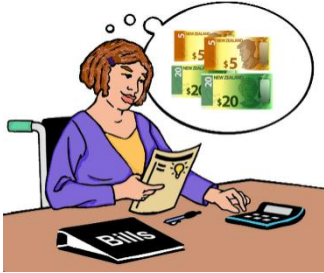


www.disabilitysupport.govt.nz/tiers



This website is **not** in Easy Read.

Tier 4 guidance



Being in Tier 4 means you:

- may need extra support to:
 - manage your flexible funding
 - meet your responsibilities / do what you need to do
- will get a lot of guidance
- will need to talk with your host before spending your funding.



At Tier 4 your host will talk with you at least once a month.



You can ask to talk to your host more often if you want.

What you need to do in Tier 4



These are your responsibilities / the things you need to do when you are in Tier 4.



Ask your host if you have any questions about your responsibilities.



You need to use your flexible funding in ways that:

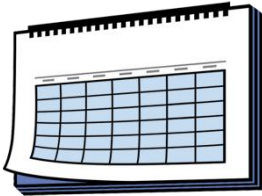
- work for your disability support needs
- match your funding plan
- work with what your funding is for.





You will also need to:

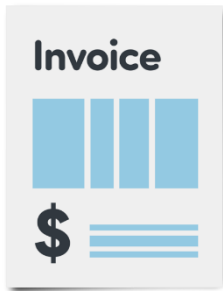
- not spend any more than what is in your budget
- make sure your budget will last your **full funding period**.



A **full funding period** means the 12 months from when your current funding started.



You will need to keep good **records** of where your funding has been spent.



Records means proof of where the funding has been spent like:

- invoices / bills from staff like support workers
- receipts from things you bought with your funding.

You will need to send to your host any:

- invoices
- receipts.

You will also need to check if the supports you need can be paid for by other government agencies before using your funding.



You can get support to look at support options through government agencies from:

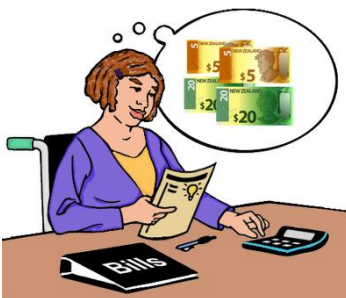
- your host
- your NASC
- an Enabling Good Lives site.



Before spending



You will need to talk with your host before you buy anything with your flexible funding.



This is to make sure that what you are spending:

- fits in your budget
- works with your funding plan.





You also need to talk to your host for **prior approval** to use your funding for some things like:



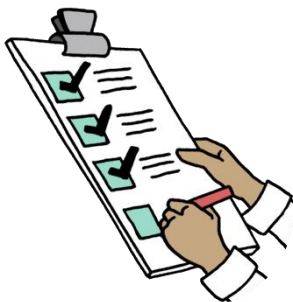
- travel to another country
- equipment like wheelchairs
- **complementary therapies.**



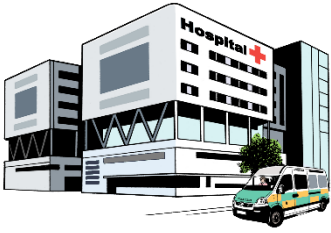
- buying something you have bought before that should still be okay to use



- purchases that cost more than a **set limit** of 5 hundred dollars.



Prior approval means your host has to say yes to you paying for that support before you can get it.



Complementary therapies are treatments to support your health that are not usually used by the New Zealand health system like:

- massage
- meditation.

A **set limit** means the most money that can be spent on 1 thing.

Your host will tell you what they need from you if you want to spend funding.



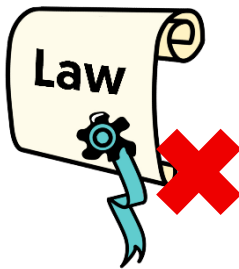
There are still some things flexible funding cannot be used for like:



- alcohol
- **gambling**



- tobacco like:
 - cigarettes
 - vapes



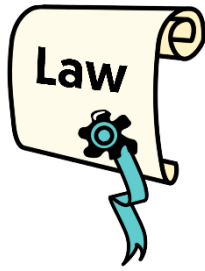
- illegal activities which means things that are against the **law**.



Gambling is trying to win money by doing things like:

- playing the pokie machines
- betting on horse races
- buying Lotto tickets.





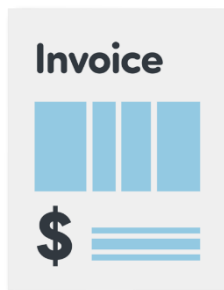
Here the **law** means the rules of Aotearoa New Zealand that everyone must follow.

What your host needs to do in Tier 4



Claims

Here a **claim** is when you send information to your host about something that needs to be paid for with your funding.



Your host will check:

- how you plan to use your flexible funding before you buy something new
- that your claims match your plan.



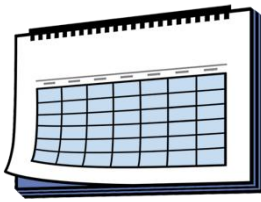
Your host will make sure any claims that are agreed to are paid.

Talking with you



Every month your host will talk to you about:

- the ways you use flexible funding
- what your plans are for the next month.



You will have a NASC / EGL site review near the end of your funding period.



Your host will talk to you before your review about:

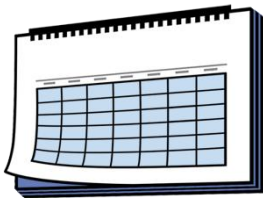
- how you are using your flexible funding
- if your spending matches your plan.





Your host will also talk to you before your review about:

- if you are having a hard time managing your flexible funding
- making sure you are getting enough support from your host
- your plan for the next 12 months
- any changes you need to make to your supports.



Guidance

Your host can give you guidance on:

- using your hosted flexible funding
- what you need to do in Tier 4
- what you need to do if you hire people like support workers.



Questions and support



You can contact your host at any time if you have questions about:

- using your flexible funding
- making a claim
- your responsibilities / things you need to do like:
 - keeping records
 - what you need to do if you hire workers
- budgeting.





You should contact your NASC / Enabling Good Lives site if:

- your disability support needs have changed
- you want to change your funding plan.



You can find more information about everything in this document on our website at:

<https://www.disabilitysupport.govt.nz/flexible-funding>



This website is **not** in Easy Read.

Disability Support Services



This information has been written by Disability Support Services Ministry of Social Development Te Manatū Whakahiato Ora.

Make it Easy Kia Māmā Mai



It has been translated into Easy Read by the Make it Easy Kia Māmā Mai service of People First New Zealand Ngā Tāngata Tuatahi.

People First NZ Ngā Tāngata Tuatahi



The ideas in this document are not the ideas of People First New Zealand Ngā Tāngata Tuatahi.



All images used in this Easy Read document are subject to copyright rules and cannot be used without permission.

PHOTO SYMBOLS®



Make it Easy uses images from:

- Photosymbols
- Change Images
- Huriana Kopeke-Te Aho
- SGC Image Works
- T Wood
- Studio Rebeko
- Inga Kramer.

