



ODSP Applications & Appeals Fact Sheet

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Where can I get an ODSP application?

- ✓ Clients can obtain an application from their local Ontario Works' office.

Who can complete an ODSP application?

- ✓ The following health care professionals can complete an application: registered nurses, ophthalmologists, optometrists, physicians, psychological associates, and psychologists.

What if I disagree with the decision?

- ✓ If an ODSP application is denied, refer the person to our office immediately. The applicant has 30 days of the date on the decision letter to file an Internal Review.
- ✓ Anyone can assist the client with an Internal Review. There are Internal Review forms on the Ministry of Children, Community and Social Services' website. You can also simply write a letter requesting an Internal Review and fax it to (416) 326-3374. The document must contain the person's name, date of birth and member ID number. Any additional psychiatric/psychological reports or medical results can be faxed along with the Internal Review.
- ✓ If the person is denied once again, an Appeal must be filed within 30 days of the date on the decision letter.
- ✓ If a client receives a letter indicating they have an overpayment, they also have 30 days to file an Internal Review.

How do I survive financially in the meantime?

- ✓ You will continue to receive OW benefits in the meantime. However, clients can ask for interim assistance pending the outcome of the hearing. However, if they are ultimately not successful, they will have to pay back the amount received.

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What documents are important to an ODSP appeal?

- ✓ Medical tests, psychological/psychiatric reports and treatments are critical!

What will happen at a medical review?

- ✓ When a recipient has a hearing for a medical reviews, the medical evidence must show that the condition has not improved. Therefore, continued treatment and medical appointments are required during this timeframe.

What is my responsibility for declaring changes to family status or income?

- ✓ ODSP and OW recipients have to declare all family income or changes in family status. Failing to do so will result in an overpayment and, although unlikely, could lead to criminal charges.

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