

How to appeal a decision about ODSP

Step 1 • Internal review

- 1 Ask for the decision in writing
- 2 Ask for an internal review (IR) Within 30 days of getting the decision, ask for an IR by **writing a letter to the Ontario Disability Support Program (ODSP)**.
- 3 Contact your local community legal clinic for help Find your local community legal clinic by **entering your postal code**.
- 4 Get the IR decision

Step 2 • Appeal and hearing

- 1 Send your Appeal Form to the Social Benefits Tribunal (SBT) Contact the SBT to get an **Appeal Form**. You don't have to wait for the decision about your IR to start the appeal.

Deadline to send in your Appeal Form:
 - If you get the IR decision within 30 days of asking for an IR, the deadline to send in your Appeal Form is **30 days** after you get the decision.
 - If you don't get the IR decision within 30 days of asking for an IR, the deadline to send in your Appeal Form is **60 days** from the date you asked for the IR.

The SBT sends you a **confirmation letter** to say they got your Appeal Form.
- 2 Get ready for your hearing Collect **evidence** to show why the decision is wrong. At least **20 days** before the hearing, give a copy of the evidence to the SBT and the office that made the decision. The deadline for new medical reports is **30 days** before the hearing.
- 3 Go to your hearing The SBT sends a **Notice of Hearing** to tell you the date and time of your hearing. The hearing may be in person, by video, or by telephone.
- 4 Wait for a decision from the SBT The SBT should send a decision in the mail within **2 months**. If you lose your appeal, **talk to a community legal clinic about your options**.

For more information, visit CLEO's Steps to Justice at www.stepstojustice.ca. This is general legal information for people in Ontario, Canada. It is not intended to be used as legal advice.



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