

# How to appeal a decision about OW or ODSP

## Step 1 • Internal review

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| <b>1</b> | Ask for the decision in writing                    |   |
| <b>2</b> | Ask for an internal review (IR)                    | Within 30 days of getting the decision, ask for an IR by <b>writing a letter to OW</b> or <b>writing a letter to ODSP</b> .                                     |
| <b>3</b> | Contact your local community legal clinic for help | Find your local community legal clinic by entering your postal code at <a href="http://www.legalaid.on.ca/legal-clinics">www.legalaid.on.ca/legal-clinics</a> . |
| <b>4</b> | Get the IR decision                                |   |

## Step 2 • Appeal and hearing

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| <b>1</b> | Send your Appeal Form to the Social Benefits Tribunal (SBT) | <p>Contact the SBT to get an <b>Appeal Form</b>. You don't have to wait for the decision about your IR to start the appeal.</p> <p><b>Deadline to send in your Appeal Form:</b></p> <ul style="list-style-type: none"> <li>• If you get the IR decision within 30 days of asking for it, the deadline to send in your Appeal Form is <b>30 days</b> after you get the decision.</li> <li>• If you don't get the IR decision within 30 days of asking for it, the deadline to send in your Appeal Form is <b>60 days</b> from the date you asked for the IR.</li> </ul> <p>If you need financial help while you wait for a decision about your appeal, fill out Part 4 of the Appeal Form. This lets you ask for "interim assistance".</p> |
| <b>2</b> | Get ready for your hearing                                  | Collect <b>evidence</b> to show why the decision is wrong. You must give a copy of your evidence to the SBT and the office that made the decision at least <b>20 days</b> before the hearing.   |
| <b>3</b> | Go to your hearing  | The SBT sends a <b>Notice of Hearing</b> to tell you the date and time of your hearing. The hearing will be in person, or by video conference or telephone.   |
| <b>4</b> | Wait for a decision from the SBT                            | The SBT should send a decision in the mail within <b>2 months</b> . If you lose your appeal, talk to a community legal clinic about your options.   |