

How to apply to Ontario Works (OW)

- 1** Set up a meeting at an OW office

There are 2 ways to set up a meeting:

 1. call your **local OW office**
 2. use the **online application form**
- 2** Go to your meeting

Family members who live with you should also go to the meeting. Take documents to prove you qualify, such as:

 - rental agreements or rent receipts
 - passports and birth certificates
 - proof of debts, like credit card bills and loans
 - proof of income, like pay stubs and income tax notices
- 3** Share your information with the OW worker and complete and sign your application

Usually, you must share information about:

 - the size of your family
 - jobs and income
 - savings and assets
 - immigration status
 - housing
- 4** Wait for the decision

OW should tell you what they decide within **4 business days**.

If they refuse to give you benefits, get the decision in writing. Ask for an internal review within **30 days** of when you get the decision.

Find out more in the flowchart called **How to appeal a decision about OW or ODSP**.

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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Community Legal Education Ontario
Éducation juridique communautaire Ontario

April 2021