

## How to apply to the Ontario Disability Support Program (ODSP)

### Step 1 • Qualify financially

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| 1 | Set up and go to your meeting at the ODSP office                                   | Set up a meeting by calling your <b>local ODSP office</b> or using the <b>online application form</b> .                                                                                                                                                                                                                                                                              |
|   |                                                                                    | <p>Family members who live with you should also go to the meeting. Take documents to prove you qualify, such as:</p> <ul style="list-style-type: none"> <li>• rental agreement or rent receipts</li> <li>• passports and birth certificates</li> <li>• proof of debts, like credit card bills and loans</li> <li>• proof of income, like pay stubs and income tax notices</li> </ul> |
| 2 | Share your information with the ODSP worker and complete and sign your application | <p>Usually, you must share information about:</p> <ul style="list-style-type: none"> <li>• the size of your family</li> <li>• jobs and income</li> <li>• savings and assets</li> <li>• immigration status</li> <li>• housing</li> </ul>                                                                                                                                              |
| 3 | Wait for the decision about being financially eligible                             | ODSP should tell you what they decide within <b>15 business days</b> . If they say you do not qualify, ask for an internal review within <b>30 days</b> . See the flowchart <b>How to appeal a decision about OW or ODSP</b> .                                                                                                                                                       |

### Step 2 • Qualify as a person with a disability

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| 1 | Get a Disability Determination Package                                                                     | The package has 4 documents: the Health Report, the Activities of Daily Living Index, the medical consent form, and the Self Report.                                                                               |
| 2 | Ask an approved health professional to fill out the Health Report and the Activities of Daily Living Index | When all 4 of the documents in your package are complete, send them to the Disability Adjudication Unit (DAU).                                                                                                     |
|   | Sign the medical consent form and fill out the Self Report                                                 | You must send them within <b>90 days</b> of when you got the package. But if you got the package in the mail, you have <b>93 days</b> .                                                                            |
| 3 | Wait for the DAU to decide if you qualify as a person with a disability                                    | The DAU should give you a decision within <b>90 days</b> . If they say you do not qualify, ask for an internal review <b>within 30 days</b> . See the flowchart <b>How to appeal a decision about OW or ODSP</b> . |