

# ODSP Appeal Process

## STEP 01

### APPLICATION

Once completed by your medical professional, it is sent to the Disability Adjudication Unit (DAU) for a decision.

## STEP 02

### 1ST DENIAL LETTER

The DAU sends you a letter denying your application for ODSP benefits.

•**INITIAL DENIAL DATE:** \_\_\_\_\_

## STEP 03

### INTERNAL REVIEW

Request a review in writing within 30 days of receiving the denial letter. Fax to 416-327-1626.

•**FILED ON:** \_\_\_\_\_

## STEP 04

### 2ND DENIAL LETTER

The DAU sends you a letter to confirm you are still denied benefits.

•**DATED:** \_\_\_\_\_

## STEP 05

### SOCIAL BENEFITS TRIBUNAL (SBT) APPEAL

This appeal must be requested within 30 days of receiving the 2nd denial letter. Fax the Appeal Form to 416-326-5135.

•**FILED ON:** \_\_\_\_\_

## STEP 06

### SBT ACKNOWLEDGEMENT

The SBT will send you a letter to say that your appeal request was received. This will contain your file number.

## STEP 07

### NOTICE OF HEARING (NOH)

You will receive a NOH from the SBT advising the date, time, location.

Hearing Locations are located at:

•Kitchener/Waterloo: Radison Hotel or •Cambridge: Best Western Hotel

## STEP 08

### DAU SUBMISSIONS

About 4-6 weeks after you file your SBT appeal, you will receive a package (your file) from the DAU. It includes everything you and your medical professional sent in.

## STEP 09

### PROVIDE EVIDENCE

We will gather medical records on your behalf to strengthen your claim. Please provide us with copies of any medical evidence prior to 30 days before your hearing date.

## STEP 10

### FINAL ODSP LETTER

The DAU sends you a letter regarding their updated decision after reviewing the new evidence.

## STEP 11

### SBT HEARING

About 8-10 months after you filed your SBT appeal, your hearing will be held.

## STEP 12

### DECISION

Within 60 days after your hearing, you will receive a decision in the mail.



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