

A Look at the ODSP Online Application



What is ODSP

ODSP (Ontario Disability Support Program) is a government funded program to provide financial assistance to disabled adults in Ontario for basic living costs, health costs (prescription, dental, and more) and employment support.

Before You Apply

Eligibility:

- be at least 18 years of age
- be an Ontario resident
- be in financial need
- meet the program's definition of a person with a disability

You can apply for ODSP as early as six months prior to your 18th birthday.

Required documents:

- Social Insurance Number (SIN)
- Health Card Number
- Information for financial assets in the applicant's name (bank account, Registered Disability Savings Plan, etc.)

Learn more about eligibility criteria at
ontario.ca/page/ontario-disability-support-program-eligibility-income-support



Apply for ODSP online at
ontario.ca/page/ontario-disability-support-program

The Applicant

- All information entered into the ODSP application form will be about the person who is applying for ODSP funding (the applicant), and, if relevant, the applicant's spouse/partner and dependent children.
- If you are filling out the form on behalf of someone else (e.g., a parent completing the form for their adult child), the information is only about the applicant.

Need help? Call Ontario Social Assistance Support Line: **1 – 888 – 999 – 1142** (Monday to Friday, 8AM to 5PM).

Trustee Information

If you indicate that you are filling out the form for someone else, a section will open where you will be asked if a trustee is needed.

- The trustee in this situation is a person appointed by ODSP to manage the applicant's ODSP funding.
- If the applicant may need another adult to manage their funds (e.g., parent or caregiver), select "yes a trustee will be required, a person will be identified as trustee."

Unsure or need to change this information? You can speak to your ODSP case worker assigned to you later in the ODSP application process.

Have you applied to adult developmental services?

In the box "applying for adult developmental services support through **Developmental Services Ontario (DSO)**" select:

- **Approved** - if you have applied and DSO has confirmed the applicant is eligible.
- **Applied** - if you have applied but do not yet have confirmation of eligibility from DSO or you were denied eligibility by DSO and in the process of appealing the decision.
- **No** - if you have not yet applied or if you will not be applying, or if you applied and DSO confirmed the applicant is NOT eligible and you are not appealing the decision.

What is your current housing situation?

ODSP funds housing under 'board and lodging' or 'shelter' (which includes rent) based on meal preparation. Once receiving ODSP, if the person will be living at home with family and not involved in meal preparation, they could indicate not paying rent, meals provided (board and lodging). If they will be living on their own, or at home and paying rent, they could indicate paying rent, meals not provided (shelter/rent).

Lodger vs Renter

- **Lodger:** Typically does not prepare their own meals
- **Renter:** Typically prepares their own meals

Note: Applicants paying rent receive more per month from ODSP than those paying for lodging.

To read the ODSP description of lodger vs shelter (renter) see: **LODGER OR RENTER**. You can also speak with your ODSP case worker and/or a legal professional knowledgeable in ODSP regulations to clarify where you fit within the lodger/renter definition.

What is your current housing situation? - cont.

Rent Amount

If rent is selected you will be asked to enter the rent amount. If the applicant is currently not paying rent, their landlord (parent or other) will need to set the rent amount to be listed in the form. ODSP does have a maximum that they will pay towards rent. This amount changes each year in July. To find the current maximum please see **Board and lodge**.

Rental fees are usually declared as part of a landlord's income for tax purposes however when a parent charges below fair market value, they may be exempt from this. **To learn more please see “[Renting below fair market value](#)” and/or speak with an accountant.**

Does anyone live with you?

If yes, select options from the drop-down menu (e.g. a parent), and list their name. The date you moved in together would either be the applicant's date of birth (for a parent) or the actual date the people started sharing the same dwelling.

How much do they pay you each month?

This asks if the person listed pays a fee to the applicant to live with them. If no fee is paid to the applicant, you would enter \$0. For instance, a parent applying to ODSP for their adult child would not pay a monthly housing fee to their child and would list the amount paid as \$0.

Income & Earnings

This area asks for income and earnings information for “anyone included in the application.” This means:

- The applicant's income and earnings
- If applicable, the applicant's spouse/partner and dependent children

Note: If you are a parent applying for ODSP for your adult child, your financial information would not be entered.

Employment Details

If the applicant is employed, even part time or casual, this should be listed along with the additional information that is requested on the form (start date, pay per pay period and more).



ODSP has a set amount you can earn per month. If you earn above that limit, the amount ODSP pays to the applicant will be affected. Learn more at ontario.ca/page/working-and-earning-ontario-disability-support-program

Financial Assets

List all financial assets in the name of the applicant such as a **bank account (including a joint account) or a registered disability or registered education savings plan**. Take time to read each option in the list including the ones listed under other, and enter information if any that apply. If you are not sure if an asset needs to be listed, you can call the Ontario Social Assistance Support Line for more information: **1 888 999 1142**.

Asset Limits

With ODSP there is also a limit on the amount of financial assets a person can have and still be eligible. However, not all assets count towards that limit. For instance, the Registered Disability Savings Plan does not count towards the ODSP limit. For more information please see ontario.ca/document/ontario-disability-support-program-policy-directives-income-support/41-definition-and

Reviewing the application form

When all information is entered you will see a summary page. Take time to read through your responses. If you see one that needs to be revised, look for the small pencil graphic and the word 'edit' near the top right of this section. This will allow you to edit your response. If you realize after submitting the form that you need to revise something, once you have an ODSP case worker, discuss this with them and they can make any necessary changes.

Submitting the application form

After you submit the form, you will see an application confirmation number on your screen. Be sure to write this down, screen shot it, or take a photo of it. If you need to reach out to ODSP after submitting the application, you will need to give them this number.

Be sure to check for an email from ODSP after submitting the application. If you do not have one, check your spam, junk, or trash files and if you see it, move it to your inbox. If you do not hear within a few weeks, call ODSP (you will need that confirmation number) and verify that your application was received.

What happens next



ODSP takes approximately six months to process applications. During this time ODSP will contact the applicant with the name of a person who will be their Case Worker. ODSP will also reach out with next steps in the application process. The next steps may include:

- Verifying finances and financial assets
- Verifying the applicant meets the ODSP definition of disability.

Note that if the applicant is confirmed eligible for DSO, ODSP will ask them to present proof of DSO eligibility. If the applicant is not eligible for DSO, ODSP will give the applicant an ODSP form to be completed to show that they meet the ODSP definition of disability. Your ODSP case worker will explain this to you.

Once you have a Case Worker, that person will be your contact to complete next steps in the process and respond to further questions about ODSP.

Questions About Your Application?

Call Ontario Social Assistance Support Line: **1 888 999 1142**, Monday to Friday, 8AM to 5PM.