

# 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 on or before the date which is indicated in the decision letter.

•**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 on or before the date which is indicated in the decision letter.

•**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 and time. Hearings are currently held over telephone or video conference. You will receive instructions about how to participate.

## 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. The first page of the package will say "Response to Appeal Form 3" in the top right hand corner

## 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 DECISION LETTER

Also known as the Pre-SBT Hearing Decision. 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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