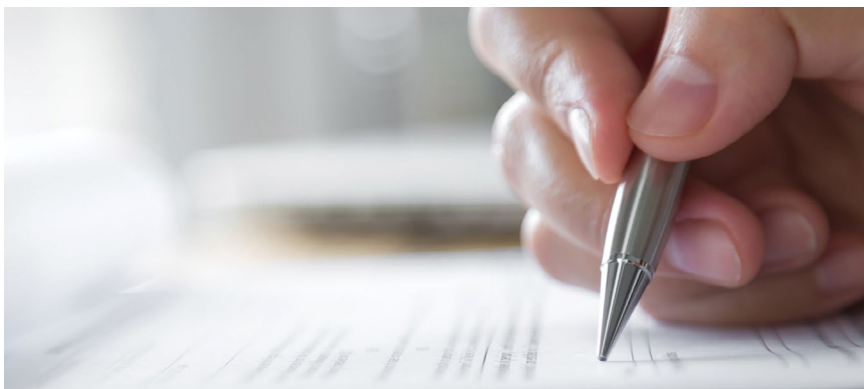


The application process



Step 1: Get your eligibility documents ready

What types of documents do I need to provide to prove this?

You must provide DSO with one document for each of the following areas listed below:

1. Your developmental disability

To prove that you have a developmental disability, you will need a written psychological assessment. It must be done by a psychologist or psychological associate. If you do not have a psychological assessment, please contact your area DSO. They will review options with you.

The assessment must include the following elements:

a. Information about your cognitive functioning

This means your ability to reason, organize, plan, make judgments, and identify consequences. It is usually done as an IQ test.

b. Adaptive information

This means your capacity to gain independence and apply skills in everyday life. It includes the following set of skills:

- Conceptual skills, such as reading, writing, math and money skills.
- Social skills, such as getting along with others.
- Practical skills that you use every day, such as work skills, getting around and using transportation, taking care of your health and safety, following schedules and routines.

c. Age of onset information

If you get the assessment done after you turn 18, the psychologist should say if your disability began before the age of 18 and is likely to continue all of your life. If you get it done before you turn 18, no information is needed about age of onset.

2. Living in Ontario

- Ontario photo card or other government-issued photo ID
- lease or rental agreement
- statement of direct deposit for ODSP
- mailed bank account statements (with your address on them)
- employer record (pay stub or letter from employer on company letterhead) OR
- utility bill

3. Age

- birth or baptismal certificate
- passport
- driver's license
- Ontario health card OR
- proof of Canadian citizenship and/or immigration documents



Step 2: Contact your area DSO

To start the application process, apply online or call your area DSO. If you apply online, someone will contact you from DSO. The person you speak with will ask you questions to see if you are eligible to apply. Make sure you have all the eligibility documents (from Step 1) ready to prove that you:

- have a developmental disability,
- live in Ontario, and
- are 18 years or older.

It will take some time to get through all of the information, so try to set aside up to 30 minutes for your first call. If at any time you need to stop the call, the information you shared is not lost—it is just on hold until you call the DSO back to complete this part of the process.

With all of the correct documents, you can be confirmed eligible for adult developmental services at age 16, although the services will not start until after age 18 when they become available.





Step 3: Once confirmed eligible, complete an application

You will receive a letter from your area DSO telling you if you are eligible to receive MCCSS-funded services. If you are, you will be connected to a DSO assessor in your area. The assessor will set up two meetings with you to help you complete an application package and determine the level of support you need.

Each meeting will be about three hours long and you will need to have at least two people who know you well (e.g., parent, guardian, teacher, etc.) with you at the meetings.

Once the assessor knows your needs, you will be connected to services when they become available in your area.



Step 4: Stay in touch

It may take some time before you get your services and supports. In the meantime, contact your area DSO if any of your information or situation changes.

For example, call us if you are planning to move or change your phone number. This helps us to make sure that we have your current contact information and to confirm that you wish to remain in the service registry.

If eligible, next steps with DSO

Once you are confirmed eligible, here are your next steps with DSO:

- ✓ **Ask** for a referral to the Passport program.
- ✓ You may also be eligible for Ontario Disability Support Program (ODSP). **Apply** for ODSP (as early as 17.5 years) using your official DSO eligibility letter.
- ✓ **Get connected** to MCCSS-funded services and supports when they become available, and receive information about other community resources.
- ✓ **Connect** with Housing Navigators. They can help learn about individualized housing options, as an alternative to MCCSS-funded supportive housing.
- ✓ **Learn** about third-party service providers that can provide supports to adults with developmental disabilities and their families.
- ✓ **Sign up** for the DSO Newsletter to learn of upcoming DSO events, webcasts, and webinars.
- ✓ **Follow** DSO on Facebook and Instagram. You can also join your area DSO Facebook group to stay up to date on important information.