

What You Need to Do

- You intend to and are able to prepare for, get and keep competitive employment.
- You will set employment goals and work with your service provider to develop an employment plan. If there are any changes that may affect your ability to complete your employment plan (for example, change of address, medical concerns, you start or stop working etc.), you will let your service provider know.
- When you get a job, you will let your service provider know on an ongoing basis
 - Name of your employer, your job title, your wages, the number of hours you are working
 - Verification of employment (e.g. copy of pay stub)
 - Any self-employment/business income and expenses
- You will provide us with all information/documentation required to demonstrate initial and ongoing eligibility.
- If you receive ODSP Income Support, you will report all employment earnings or self-employment/business income and expenses to your ODSP office.

Terms and Conditions

- After receiving ODSP Employment Supports, you agree to be contacted by the ODSP caseworker at various times to find out about your employment status.
- If you stop working or are unable to retain employment, you agree to return equipment bought with ODSP Employment Supports funding, if requested.
- If you do not use the ODSP Employment Supports direct funding for an approved purpose, the Ministry of Community and Social Services has the right to take those funds back.
- If you voluntarily leave ODSP Employment Supports before getting a job, starting a business, or are unable to retain employment, you may be required to meet specific conditions before reapplying to the program.
- Your employment supports file may be put on hold or closed under the *Ontario Disability Support Program Act, 1997*, section 36 if, for example, you
 - Become ineligible for the program
 - Do not provide the necessary information to determine ongoing eligibility
 - Fail to make satisfactory progress toward obtaining and maintaining competitive employment
 - Receive funding directly for the purchase of goods/services but do not use the money to buy approved employment supports.
- You have access to an internal review process if you disagree with decisions related to your eligibility for the program or if your employment supports file is put on hold or closed.
- If there is a change in your eligibility for ODSP Employment Supports, we will inform you in writing.

I understand what I need to do during my participation in ODSP Employment Supports and the terms and conditions of the program.

Name of Applicant (Last Name, First Name)	Signature of Applicant	Date (yyyy/mm/dd)
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