

# **ONTARIO DISABILITY SUPPORT PROGRAM - EMPLOYMENT SUPPORTS**

## **DIRECTIVE 5.3**

### **CLIENT CONTRIBUTION REQUIREMENTS**

#### **SUMMARY OF DIRECTIVE**

To describe the financial contribution that may be required of a client towards the cost of ODSP Employment Supports provided and the amount of that contribution.

#### **LEGISLATIVE AUTHORITY**

[Section 35 \(1\) of the ODSP Act](#)  
[Section 5 and 6 of the Regulation](#)

#### **INTENT OF POLICY**

To share the costs of eligible goods and/or services in circumstances where it is financially appropriate for the client to contribute.

#### **APPLICATION OF POLICY**

Applicants with a total gross income of over \$51,000 per year may be required to make a contribution and must complete the client contribution assessment before any services will be provided and/or funded.

Applicants in receipt of ODSP Income Support, or an applicant who is a dependent child (16 or 17 years old) of an ODSP Income Support recipient, are not required to make a client contribution or complete a client contribution assessment form. All other applicants will be required to provide his/her Form T1 and Notice of Assessment from Revenue Canada, as well as those of their spouse, if applicable. This information is also required for the parent(s), for applicants who are 16 or 17 years old. The information is used to determine the amount, if any, of the client contribution required.

Applicants to ODSP Employment Supports are assessed for a client contribution only one time. This takes place at the time of initial application.

(Note: applicants who reapply for ODSP Employment Supports at a later date will be reassessed to determine whether client contribution is required as their financial circumstances may have changed.)

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After the applicant has completed the Employment Information Session, and indicated that they wish to continue to work toward competitive employment, Employment Supports staff will advise the applicant whether an assessment is required.

Where an assessment is indicated, Employment Supports staff will complete the Contribution Assessment Form with the assistance of the client. The Contribution Assessment Form along with accompanying documentation from the client, spouse and/or parent(s), as appropriate, will be reviewed in order to calculate any necessary contribution.

Once the contribution assessment has been completed, the client and the Employment Supports Specialist will both sign the Client Contribution Assessment Form, indicating agreement with the assessed contribution amount, and the Employment Supports Funding Agreement (ESFA).

### **Income Verification**

In order to verify annual income and assess the client contribution requirements, applicants are required to provide an individual Income Tax Return Form T1 and Notice of Assessment from Revenue Canada. The Notice of Assessment serves as confirmation from Revenue Canada of the information provided in the Form T1. These forms may be required of the spouse and/or parents as described below.

In calculating the client contribution, the income of the following people is also considered (only income from the previous taxation year is relevant):

- Spouses, if the applicant is not in receipt of ODSP Income Support;
- Parents, if they are not in receipt of ODSP Income Support, in the case of 16 or 17 year-old applicants who reside at home.

In cases where no Form T1 was filed for the previous year, the applicant will provide alternate documentation that verifies his/her income (i.e. pay stub identifying gross income), and the income of his/her spouse and/or parent(s), as applicable.

- If the total gross annual income from the applicant, spouse and/or parent(s) is *less than \$51,000*, no contribution will be required.
- If the total gross annual income from the applicant, spouse and/or parent(s) is *more than \$51,000*, the applicant must file the Form(s) T1 and obtain the Notice(s) of Assessment from Revenue Canada on behalf of him/herself, as well as his/her spouse and/or parent(s), where applicable. In the meantime, an interim Assessment of Contribution Form will be completed based on the reported gross income to determine the client contribution required, if any. Once the Notice(s) of Assessment is provided, a new Contribution Assessment Form will be completed. Employment Supports staff will take appropriate action based on the actual amount of contribution

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required.

**Note:** Only income from the previous taxation year will be considered in determining client contribution. Therefore, a client whose income increases for any reason in the present year will not have to be re-assessed, unless the increase is based on information that the client did not provide when first applying to ODSP Employment Supports.

### **Client Contribution Assessment Calculation**

The formula for calculating the client contribution is as follows:

**Total Income** (Line 150 on Form T1) Exclude Registered Disability Savings Plan Withdrawal from total.

*Minus*      **Allowable deductions** (split pension amount, annual union, professional or like dues; child care expenses, attendant care expenses; support payments; amounts for infirm dependants 18 or older; Canada Pension Plan contributions; Employment Insurance Premiums; disability amounts and allowable portion for medical expenses)

*Equals*      **Assessed Income**

*Minus*      **\$51,000** (contribution threshold)

*Equals*      **Residual Income**

*Multiply by*      **30%**

*Equals*      **Contribution Amount**

If the residual income is zero or negative, no contribution is required.

If the "Contribution Amount" is \$100 or less, no contribution is required.

Where the income of more than one person is assessed, (i.e. the spouse and/or parent(s) of the client), the "Assessed Income" for each party is combined and the "Residual Income" is calculated based on the combined "Assessed Income". The contribution amount is then determined, as noted above.

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### **Payment of Client Contribution**

If it is determined that a contribution is required, the client will pay the contribution amount directly to the Ministry. The contribution will only be made when the client is successfully placed in competitive employment and has been working for 6 cumulative weeks (i.e. when the service provider earns the job placement milestone payment). The client will pay the assessed "contribution amount" or the \$1,000 job placement milestone payment, whichever is less. When the client has been working for 13 cumulative weeks, the client will pay any remaining assessed "contribution amount" or the \$6,000 job placement fee, whichever is less. Cheques will be made payable to the Minister of Finance and may be applied against the current year's expenditures if submitted before year end.

The contribution required by clients who are already employed when they apply to ODSP Employment Supports will depend on the type of the employment supports provided to help retain the job:

- Employed applicants requesting one-time supports, will be required to pay the assessed "contribution amount" or the actual cost of employment supports provided, whichever is less. Most of these clients will not require job placement services or referral to a service provider. In these cases, the assessed contribution shall be paid first toward any costs approved by the Employment Supports Specialist prior to ODSP Employment Supports funding being dispersed.
- Employed applicants who may require ongoing support will be referred to a service provider to provide the supports necessary to help the person to keep his/her job. In this case, the service provider is eligible to receive job retention funding only. No client contribution will be required towards the cost of job retention supports. However, if the client is also provided exceptional work-related disability supports, the client will be required to pay the assessed "contribution amount" or the actual cost of the exceptional work-related disability supports provided, whichever is less.

In certain situations, a payment plan may be negotiated with the client for staggered payments rather than a lump sum, if appropriate.

### **Waived or Reduced Client Contribution - Exceptional Circumstances**

In exceptional circumstances, the Employment Supports Specialist may reduce or waive the client contribution. All decisions will be documented in the client's file. The Employment Supports Specialist will consider reducing or waiving the client contribution in the following special circumstances:

- If the client is unable to comply with the contribution requirement due to an

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unusually large disability-related expenditure within the current tax year or,

- If the client experienced a substantial reduction in current income from previous year's income due to loss of employment or a reduction in the amount of time worked.

### **RELATED DIRECTIVES**

[2.1 Program Eligibility](#)

[2.2 Employed Applicants and Applicants with Job Offers](#)

[3.2 Employment Information Session, Employment Supports Funding Agreement, and Selection of Service Providers](#)

[5.1 Employment Supports Funding](#)