



Community and Social Services Division
Discretionary Benefit Request Form

Client Information

Client Name	Client Number	<input type="checkbox"/> OW	<input type="checkbox"/> ODSP
Current Address		Phone Number	
Date Required	Name of Case Manager		

Discretionary Benefit Requested

Please note that dentures, orthotics, prescription drugs, and home repairs are not eligible for Discretionary Benefits

Request Amount: \$

Request Description and Reason:

The following documentation is required to process your request.

1. Verification from a recognized professional stating that the item or service is necessary (for health related discretionary benefits).
2. Two written quotes from suppliers of the item or service (except eyeglasses).

I/we, _____, consent to the release of information to an authorized representative of the United Counties of Leeds and Grenville for the purpose of determining or verifying my eligibility for social assistance, administering my social assistance or collecting information about me, my spouse or same sex partner (where my spouse or same sex partner has joined in this consent), my dependents or my children temporarily in my care, for these purposes.

Client Signature: _____ Date: _____
 Witness: _____ Date: _____

Staff Use Only

Verification Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	Quotes Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Received <input type="checkbox"/>	Staff Signature <input type="checkbox"/>
Request	Approved <input type="checkbox"/> Denied <input type="checkbox"/>
	Supervisor Signature (if applicable)
Date Client Letter Sent	

Please return form to the address indicated below:

25 Central Ave., West, Suite 200
Brockville, ON K6V 4N6
Tel.: 613-342-3840 or 1-800-267-8146
Fax: 833-775-0561

Mailing Address:
25 Central Ave., West, Suite 200
Brockville, ON K6V 4N6
Office Location:
555 King St., W., Prescott, ON
Tel.: 613-925-0001 or 1-800-406-0420
Fax: 833-775-0561

375 William St., South, Suite 100
Gananoque, ON K7G 1T2
Tel.: 613-382-8220 or 1-866-880-8284
Fax: 833-775-0561