

Appealing denial of the Persons with Persistent and Multiple Barriers to Employment (PPMB) Benefit: The Request for Reconsideration[©]

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If you have applied for Persons with Persistent and Multiple Barriers (PPMB) to Employment benefit and have received a letter from the Ministry of Employment and Income Assistance (MEIA) denying your application, you have the right to appeal the Ministry's decision. You can file a Request for Reconsideration.

This Help Sheet is designed to help you understand the appeal process and how to make your Request for Reconsideration. The Help Sheet gives you information that may improve your chance of being successful in asking the Ministry to reconsider and approve your application for PPMB.

If you are looking for assistance to apply for PPMB, see Help Sheet 6.

How to appeal the denial of your PPMB benefit

There are two levels in the appeal process:

Level 1: The Request for Reconsideration

If your Request for Reconsideration is successful MEIA will give you the PPMB benefit.

Level 2: The Appeal Tribunal

If MEIA turns down your Request for Reconsideration you can go to Level 2 of the appeal process and ask for an Appeal Tribunal. Help Sheet 11B can help you with this.

How to apply for a Request for Reconsideration

When you receive a letter from MEIA saying that your application for PPMB benefit has been denied, you should take the following steps:

1. Act immediately.

It is very important to start work on your Request for Reconsideration right away because you have only 20 business days to get your completed request to your local MEIA office. Day 1 is the day after you receive the denial letter from MEIA. From that day, you count weekdays, but not weekends or holidays.

How to apply for a Request for Reconsideration

When you receive a letter from the MEIA saying that your application for the PPMB benefit has been denied, you should take the following steps:

1. Act immediately

It is very important to start work on your Request for Reconsideration right away because you have only 20 business days to get your completed request to your local MEIA office. Day 1 is the day after you receive the denial letter from the MEIA. From that day, you count weekdays, but not weekends or holidays.

Tip: Write the date on the top of the denial letter from the MEIA as soon as you get it, so you can always figure out how many days you have before the deadline.

2. Get a Request for Reconsideration form

You get the Request for Reconsideration form from an Employment and Assistance Worker (EAW). Advocates do not have copies of these forms.

*Tip: Call **before** you go to your MEIA office to pick up the Request for Reconsideration form. That way, an EAW will be able to fill out their sections of the form before you pick it up.*

When you leave your MEIA office you should have the following:

- a) The Request for Reconsideration form.
- b) A copy of the PPMB Medical Report filled out by your doctor.
- c) The denial letter from the MEIA that says the Ministry has turned down your application for PPMB. You should already have a copy of this letter.
- d) The Employability Screen and Client Employability Profile that was completed by an EAW.
- e) Any letters or records you or your doctor may have sent to the MEIA with your PPMB application.

3. Complete the Request for Reconsideration form

Section One: This should have been completed by an EAW. It includes your name and current address. Make sure this information is correct.

Section Two: This is completed by an EAW. Check to make sure all the following information is there:

- a) What the MEIA's decision is. Usually the EAW will have written what your PPMB denial letter says.
- b) If you are already receiving PPMB, the month the decision is effective. The MEIA allows a 3 month transition period before your benefits are reduced.

- c) The date you received the denial letter from the MEIA. Check to make sure the date is correct as this affects how long you have left out of the 20 business days to submit your Request for Reconsideration. We recommend that you write down the date your Request for Reconsideration is due.
- d) The law the MEIA used to make its decision. The Regulation dealing with PPMB says that in order to qualify for the benefit:
 - You must have been receiving income assistance for 12 out of the previous 15 months immediately before you apply.
 - Your doctor must say that you have a medical condition that has lasted for 1 year and is likely to continue or reoccur often for at least 2 more years. *Note:* Addictions of any kind **do not** count as a medical condition under the PPMB rules.
 - Your doctor must explain how your medical condition stops you from looking for, accepting, or continuing your employment.

Section Three: This section is completed by you.

- a) The MEIA denial letter gives the reasons why the Ministry turned down your application for PPMB. Read the reasons very carefully and compare them to what your doctor put in the Medical Report. The MEIA might have turned you down because of the information that your doctor put in the Medical Report **or** it might be because of some information that your doctor left out. Look at what your doctor said about your medical condition(s) and how it affects your ability to work.
- b) Is there something in the Medical Report (or left out of the Medical Report) that hurt your application for PPMB? For example, has your doctor said anything about you being able to do light work? Has your doctor failed to provide details about how your medical condition(s) prevent you from working? If so, the MEIA could use this as a reason for denying your application.
- c) Fill in Section Three of the form by explaining the barriers you face in finding or keeping a job. Give actual examples of any problems you have had. If someone has said that you could be retrained, explain why this would be difficult for you. Or if you have tried retraining, explain why you have been unable to complete it or why it did not lead to employment.

Section Four: This section is also completed by you. You must sign the form, date it, and include your phone number if you have one.

4. Additional Supporting Information

Additional information—particularly medical letters—is very important for the best chance of success with your PPMB Request for Reconsideration. Here are some ideas that might help:

- a) Talk to your doctor about the information he or she provided in the PPMB Medical Report and explain how it hurt your application. Discuss with your doctor how important the PPMB benefit is for you and your health. Ask your doctor for a letter that explains why

your condition stops you from looking for, accepting, or continuing employment. Remember, the MEIA wants details about how your medical condition(s) prevent you from working or being retrained. It is important that your doctor writes this letter quickly because of the deadline for getting your Request for Reconsideration into the MEIA office. Unfortunately, the MEIA will not pay for medical letters for a Request for Reconsideration.

- b) It may also help your Request for Reconsideration if you provide MEIA with documents from other professionals or support people who know your work limitations. Consider who to ask for a letter. Remember, the MEIA will place more value on a letter from a doctor than one from a friend.

5. Submit your Request for Reconsideration

As soon as you have completed your Request for Reconsideration take it to your local MEIA office. Check the deadline. Do not wait until the last minute. **Make sure you get a copy.**

Remember, if the MEIA turns down your Request for Reconsideration, you can request an Appeal Tribunal. See Help Sheet 11B for information on this.



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