HOW TO APPLY FOR OAP FUNDING THROUGH AccessOAP essential CHECKLIST

Step 1: Obtain a Written Diagnosis

- ☐ Ensure your child has a formal, written diagnostic report confirming a diagnosis of autism spectrum disorder according to standard diagnostic criteria from a qualified medical professional (such as a pediatrician, developmental pediatrician, psychologist, psychological associate, or psychiatrist).
- ☐ Confirm your child is eligible (must be under 18 years old and reside in Ontario).

Step 2: Collect Proof of Age & Ontario Residency

- ☐ Gather an official birth certificate or passport for your child.
- ☐ Gather proof of your Ontario address (such as a utility bill or lease agreement).
- ☐ *Note:* Do not use an Ontario Health Card as proof of age or address.

Step 3: Create an AccessOAP Account

- ☐ Start your profile online by visiting **accessoap.ca**, or
- ☐ Start your profile over the phone by calling AccessOAP toll-free at **1-833-425-2445**.

Step 4: Upload Required Documentation

- ☐ Submit digital copies of your child's diagnostic letter.
- ☐ Submit digital copies of your child's birth certificate or passport.
- ☐ Submit digital copies of the parent/guardian address proof through the secure online portal.

Step 5: Record Your Reference Number

- ☐ Save your AccessOAP account confirmation.
- ☐ Store your client reference number in a safe folder for all future communications.