# Disability support pension checklist

This checklist is for use by people who need help to lodge a disability support pension (DSP) claim with Centrelink.

DSP is a payment from Centrelink for people who have permanent medical conditions that stop them from working.

Follow the steps below to apply for DSP:

1. [ ]  **You are over 16**
2. [ ]  **You are an Australian resident**
3. [ ]  **You have completed a program of support**

Ask your employment service provider (ESP) to write a letter about your program of support participation using our template [Dear ESP letter](http://www.legalaid.vic.gov.au/find-legal-answers/centrelink/disability-support-pension#How-do-I-apply) (<http://www.legalaid.vic.gov.au/find-legal-answers/centrelink/disability-support-pension#How-do-I-apply>).

1. [ ]  **Your medical conditions have a combined total of 20 points on the Impairment Tables**

Ask your Doctor to write a report about your medical conditions using our template [Dear Doctor letter](http://www.legalaid.vic.gov.au/find-legal-answers/centrelink/disability-support-pension#How-do-I-apply) (<http://www.legalaid.vic.gov.au/find-legal-answers/centrelink/disability-support-pension#How-do-I-apply>).

If you have a mental health condition, you can ask your psychologist to write a report about your treatment using our template [Dear Psychologist letter](http://www.legalaid.vic.gov.au/find-legal-answers/centrelink/disability-support-pension#How-do-I-apply) (<http://www.legalaid.vic.gov.au/find-legal-answers/centrelink/disability-support-pension#How-do-I-apply>).

**Note:** There are a lot of questions for your treaters to answer on top of scoring your conditions on Impairment Tables – use the letters provided to make sure your treaters’ reports cover everything that Centrelink will ask.

1. [ ]  **You have completed the DSP application form**

You must fill out the DSP application form which you can get in person from Centrelink or online.

* Download the form to [claim for disability support pension](https://www.servicesaustralia.gov.au/individuals/forms/sa466) (<http://www.humanservices.gov.au/customer/forms/sa466>)
* **Check the dates** on the reports from your doctors and make sure you complete your DSP application within 3 months, otherwise you will need to get updated reports.
1. [ ]  **You have lodged your DSP application form**

Date lodged: Click or tap here to enter text.

When you provide your DSP application form and medical reports to Centrelink, remember to ask them for a **reference number**.

Centrelink reference no: Click or tap here to enter text.

**Keep copies** of everything you lodge with Centrelink.

Once Centrelink receives your application, they will organise for you to have a Job Capacity Assessment. This will help Centrelink assess your eligibility for DSP.

If your claim for DSP is unsuccessful, you can appeal the decision to an authorised review officer.

See [Disagree with a Centrelink decision](http://www.legalaid.vic.gov.au/find-legal-answers/centrelink/disagree-with-centrelink-decision) (<http://www.legalaid.vic.gov.au/find-legal-answers/centrelink/disagree-with-centrelink-decision>).

1. [ ]  **Get help**

If your claim for DSP is unsuccessful you might be better off lodging a new claim.

Call us for free information about the law and how we can help you with your Centrelink problem.

Phone 1300 792 387, Monday to Friday from 8.00 am to 6.00 pm.

If you need an interpreter let us know.

If we can’t help you, we can refer you to other organisations that can.

Find out how you can [get help with Centrelink](http://www.legalaid.vic.gov.au/find-legal-answers/centrelink/get-help) (<http://www.legalaid.vic.gov.au/find-legal-answers/centrelink/get-help>).

© 2020 Victoria Legal Aid.

Disclaimer. The material in this publication is intended as a general guide only.