



# DTC APPLICATION AI ASSISTANT - PROMPT SYSTEM

## HOW TO USE THIS SYSTEM

You can copy and paste these prompts into Claude.ai (free account works) or ChatGPT to get personalized help with your Disability Tax Credit application. Work through them in order, or jump to whatever section you need help with.

[Click this link for a Custom GPT for DTC Support](#)

**TIP:** Save your conversations! You can refer back to them as you work through the process.

**Note:** Public LLMs are not private and secure. Disable data sharing in your settings. Never use PHI in public LLM programs. Instead, use programs like Heidi, Upheal, Plaud, Berries, etc.,

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We've created a complete prompt system you can use directly! Here's what's included:

## The Prompt System Has:

9 Specialized Prompts you can copy/paste into Claude or ChatGPT for:

1. Initial assessment & strategy (personalized to their conditions)
2. Building their daily tracking journal
3. Writing a cover letter for their doctor
4. Creating the crucial functional impact summary
5. Drafting the "Effects of Impairment" text (the most critical section)
6. Handling specific questions as they arise
7. Preparing an appeal if denied
8. Weekly check-ins while documenting
9. Practicing the doctor conversation



Plus Custom GPT Instructions if you have ChatGPT Plus and want a persistent assistant.

## Key Features:

- **Personalized:** Each prompt asks for YOUR specific conditions and limitations
- **Actionable:** Creates actual documents you can use, not just advice
- **Capacity-Aware:** Recognizes you may have brain fog, fatigue, executive dysfunction
- **Iterative:** You can refine the AI's output until it matches your experience
- **Empowering:** You control the process and use AI as a tool, not a replacement for advocacy

**Important:** The AI prompts give you privacy and control - you can work on your application without having to interface with potentially unsafe services until absolutely necessary (just the doctor appointment). General DTC application support services can take 30% of your return.

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## PROMPT 1: INITIAL ASSESSMENT & STRATEGY

Copy and paste this entire prompt:

I'm applying for the Canadian Disability Tax Credit (DTC) and need help creating a strong application. Here's my situation:

MY CONDITIONS:

[List your conditions - diagnosed or suspected, e.g., "I have fibromyalgia, hypermobility, CPTSD, and autism"]

MY BIGGEST DAILY CHALLENGES:

[Describe 3-5 main ways your conditions affect daily life, e.g., "chronic pain makes dressing take 30+ minutes", "memory issues mean I need constant reminders", "sensory overload prevents me from working full-time"]

WHAT I NEED HELP WITH:

1. Understanding which DTC categories best fit my situation
2. Creating a documentation strategy



### 3. Knowing what details matter most to the CRA

Please:

- Analyze which DTC categories (mental functions, dressing, walking, feeding, etc.) are most relevant to MY specific conditions
- Explain what the CRA is really looking for in applications like mine
- Give me a personalized action plan for the next 2-4 weeks
- Tell me what would make MY application strongest

Be specific to my conditions - I don't need general information, I need a strategy that fits MY situation.

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## **PROMPT 2: CREATING YOUR FUNCTIONAL LIMITATIONS JOURNAL**

After you've done Prompt 1, use this to build your daily tracking system:

I need to create a detailed journal documenting how my conditions affect my daily functioning for my DTC application.

MY CONDITIONS: [your conditions]

MY BIGGEST LIMITATIONS: [from Prompt 1 discussion]

Please create:

1. A daily tracking template I can use (in a format I can copy/paste into a document)
2. Specific prompts for what to record each day
3. Examples of the KIND of detail the CRA needs (not generic - specific to my conditions)
4. A weekly summary template

I need this to be:

- Simple enough to fill out even on bad days
- Detailed enough to show the CRA how significantly I'm affected
- Focused on comparing my functioning to an "average person"



Remember: I'm tracking to show I'm limited at least 90% of the time.

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## **PROMPT 3: WRITING YOUR DOCTOR'S PACKAGE - COVER LETTER**

Use this after you've been journaling for 2-4 weeks:

I've been documenting my functional limitations for [X weeks] and I'm ready to prepare materials for my doctor to complete the DTC Form T2201.

MY CONDITIONS: [your conditions]

KEY FUNCTIONAL LIMITATIONS I'VE DOCUMENTED:

[Paste 3-5 key examples from your journal, like:

- "Takes me 25-40 minutes to dress most mornings due to pain and joint instability, compared to 5 minutes average"
- "Need 15+ phone alarms daily plus partner reminders to remember basic tasks"
- "Can only walk 5-10 minutes before severe pain requires rest for 2+ hours"]

Please write me a professional cover letter to give my doctor that:

1. Explains what the DTC is and why I'm applying
2. Emphasizes that CRA needs FUNCTIONAL details, not just diagnoses
3. Summarizes my key limitations
4. Is respectful of their time but emphasizes the importance of detail
5. Is in my voice (not overly formal or medical)

Keep it to ONE PAGE maximum. I want my doctor to actually read this.

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## **PROMPT 4: FUNCTIONAL IMPACT SUMMARY FOR YOUR DOCTOR**

This is the most important document - use this after Prompt 3:



I need to write a detailed "Functional Impact Summary" for my doctor that explains exactly HOW my conditions limit me. This will help them complete the "Effects of Impairment" section of the DTC form.

MY CONDITIONS: [your conditions]

MY DOCUMENTED LIMITATIONS:

[Paste key examples from your journal organized by area like:

MENTAL FUNCTIONS:

- Memory: [specific examples with times/frequencies]
- Concentration: [specific examples]
- Adaptive functioning: [specific examples]

PHYSICAL ACTIVITIES:

- Dressing: [specific examples with times]
- Walking: [specific examples with distances/recovery times]
- Pain levels: [specific examples]]

Please write a 1-2 page Functional Impact Summary that:

1. Is organized by DTC category (mental functions, dressing, walking, etc.)
2. Uses my specific examples and data
3. Includes phrases like "takes significantly longer than average person" and "occurs 90-100% of the time"
4. Shows cumulative effect when I have multiple conditions
5. Uses clear, concrete language (not vague)
6. Compares my functioning to someone my age without disabilities

Write this as if I'm explaining to my doctor. Use first person ("I require..." "I am unable to..." "I need..."). Make it detailed but scannable with clear headings.

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## **PROMPT 5: EXAMPLE "EFFECTS OF IMPAIRMENT" TEXT**

Use this to create strong example text for the most critical part of the form:



I need help writing the "Effects of Impairment" section - this is the most critical part where my doctor describes my functional limitations on the actual DTC form.

MY CONDITIONS: [your conditions]

MY KEY DOCUMENTED LIMITATIONS: [paste your organized list]

DTC CATEGORIES I'M APPLYING UNDER: [e.g., Mental Functions, Dressing, Walking]

Please write example text for the "Effects of Impairment" section that:

1. Starts with my conditions but immediately pivots to functional impact
2. Uses specific measurements and comparisons (times, frequencies, distances)
3. Shows I'm affected "at least 90% of the time" or "substantially all the time"
4. Demonstrates the cumulative effect of multiple conditions
5. Compares my functioning to average person my age
6. Is written in third person (as my doctor would write it)
7. Is detailed but concise (will fit in the form's text box - roughly 250-400 words)

This text should make it IMPOSSIBLE for the CRA to deny my application. Be specific and use my documented examples.

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## **PROMPT 6: HANDLING SPECIFIC SITUATIONS**

Use this for specific questions as they come up:

I have a specific question about my DTC application:

MY SITUATION: [Describe your specific concern, like:

- "My doctor seems hesitant to fill out the form because I don't have formal diagnoses"
- "I'm not sure if my fibromyalgia alone qualifies"
- "Should I mention all my conditions or focus on the most limiting ones?"
- "I can do some activities on good days but not most days - how do I explain this?"

MY CONDITIONS: [your conditions]



Please give me:

1. A clear answer to my specific question
2. What to say to my doctor (if applicable)
3. How to document this on the form
4. Any potential pitfalls to avoid

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## **PROMPT 7: APPEAL PREPARATION (IF DENIED)**

If your application is denied, use this:

My DTC application was denied and I need to prepare an appeal.

MY CONDITIONS: [your conditions]

WHAT THE DENIAL LETTER SAID: [Paste relevant parts or summarize the reason given]

WHAT I SUBMITTED ORIGINALLY: [Brief summary - like "doctor just listed diagnoses without much functional detail" or "focused mainly on physical limitations, didn't emphasize mental functions enough"]

Please help me:

1. Understand why I was likely denied
2. Create a strategy for my appeal
3. Identify what additional information/documentation I need
4. Write a template for a more detailed letter from my doctor
5. Outline what to submit with my reconsideration request

I'm submitting this within the 90-day window. I need this appeal to be much stronger than my original application.

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## **PROMPT 8: WEEKLY CHECK-IN & REFINEMENT**

Use this weekly while you're documenting:



I've been documenting my functional limitations for [X] weeks now. I want to make sure I'm capturing the right details for my DTC application.

WHAT I'VE BEEN TRACKING: [Paste a few examples from your recent entries]

PATTERNS I'M NOTICING: [Like "pain is worse in mornings", "I have more bad days than good days", "certain activities trigger flares"]

Please review what I'm documenting and tell me:

1. Is this the level of detail the CRA needs?
2. Am I missing any important aspects I should be tracking?
3. Are there better ways to phrase or measure what I'm experiencing?
4. Based on what I'm documenting, which DTC categories look strongest for me?

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## **PROMPT 9: PRACTICE DOCTOR CONVERSATION**

Use this to prepare for your appointment:

I have an appointment with my doctor next week to complete the DTC form. I want to practice what to say.

MY CONDITIONS: [your conditions]

MY KEY LIMITATIONS: [brief list]

MY DOCTOR'S TYPICAL STYLE: [Like "very rushed", "supportive but cautious", "thorough and detail-oriented", "not familiar with DTC"]

Please:

1. Write a script for what I should say in the first 2 minutes to explain what I need
2. Give me responses for likely pushback (like "I'm not sure you qualify" or "I don't know much about this form")
3. Suggest how to guide them to the most important sections
4. Tell me what materials to bring
5. Help me practice staying focused even if I'm overwhelmed or emotional



Remember I may be dealing with brain fog, anxiety, or pain during this appointment. Keep your suggestions simple and actionable.

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## **CUSTOM CHATGPT INSTRUCTIONS**

If you want to create a Custom GPT (ChatGPT Plus required) and do not wish to use the one created, use these instructions:

**GPT NAME:**

"DTC Application Assistant - Canada"

**DESCRIPTION:**

"Personalized help for Canadians applying for the Disability Tax Credit, with focus on chronic illness, mental health conditions, and neurodivergence"

**INSTRUCTIONS:**

You are a specialized assistant helping someone apply for the Canadian Disability Tax Credit (DTC). Your role is to:

### **1. UNDERSTAND THE USER'S UNIQUE SITUATION**

- Ask clarifying questions about their specific conditions
- Focus on functional limitations, not just diagnoses
- Remember that multiple conditions have cumulative effects

### **2. PROVIDE CONCRETE, ACTIONABLE GUIDANCE**

- Give specific examples relevant to their conditions
- Create actual templates and documents they can use
- Use their own documented experiences in your suggestions
- Compare their functioning to "average person" standards

### **3. EMPHASIZE CRITICAL SUCCESS FACTORS**

- The "Effects of Impairment" section is MOST important
- Detail matters more than diagnosis
- Must show limitations "at least 90% of the time"
- Specific measurements (times, frequencies, distances) are crucial



- CRA needs to see HOW conditions limit function, not just THAT they exist

#### 4. BE SUPPORTIVE BUT REALISTIC

- Acknowledge the difficulty of the process
- Don't minimize their challenges
- Encourage appeal if denied
- Validate their experiences while helping document them effectively

#### 5. ADAPT TO THEIR CAPACITY

- Recognize they may have brain fog, fatigue, or limited executive function
- Break tasks into manageable steps
- Offer to simplify or reorganize when needed
- Be patient with repetition

#### 6. KEY PRINCIPLES:

- Never suggest they're not disabled enough
- Focus on worst/typical days, not best days
- Multiple conditions strengthen applications
- Suspected diagnoses can still support functional documentation
- Documentation is about function, not diagnosis

#### 7. AVOID:

- Medical advice or diagnosis
- Guaranteeing approval
- Overly technical or legal language
- Generic DTC information (personalize everything)
- Suggesting they minimize their limitations

When the user asks for help, always:

- Ask what specific stage they're at (considering, documenting, preparing for doctor, appealing, etc.)
- Request relevant details about their conditions and limitations
- Provide tailored, specific guidance
- Create actual usable content, not just suggestions
- Check in about their capacity and adjust complexity accordingly

Remember: Your goal is to help them create the strongest possible application by thoroughly documenting their genuine functional limitations.



## CONVERSATION STARTERS:

"I'm thinking about applying for DTC - where do I start?"

"Help me document my functional limitations"

"I need to prepare materials for my doctor"

"My application was denied - how do I appeal?"

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## TIPS FOR USING THESE PROMPTS

1. Be Specific: The more details you give about YOUR situation, the better help you'll get. Don't be vague - the AI needs your real examples.

2. Use Follow-Up Questions: After any prompt, you can ask:

- "Can you make this simpler?"
- "Can you give me more examples specific to fibromyalgia?"
- "This is too long - can you condense it to one page?"
- "I'm having trouble understanding X - can you explain differently?"

3. Iterate and Refine: You can paste AI-generated text back and ask:

- "This sounds too formal - can you make it more natural?"
- "Add more specific details from my examples"
- "Make this stronger - I need the CRA to see how serious this is"

4. Save Your Work: Keep all the AI conversations and generated documents. You'll refer back to them.

5. Trust Your Experience The AI is helping you DOCUMENT and COMMUNICATE your real limitations. If something feels off or doesn't match your experience, say so and ask for adjustments.

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## EXAMPLE WORKFLOW

Week 1-2: Use Prompts 1 & 2 to understand your strategy and start documenting

Week 3-4: Continue documenting, use Prompt 8 for weekly check-ins



Week 4-5: Use Prompts 3, 4, & 5 to create your doctor's package

Week 5: Use Prompt 9 to prepare for doctor appointment

Week 6: Doctor appointment, submit application

Weeks 7-20: Wait for decision (8-12 weeks typical)

If Denied: Use Prompt 7 immediately to prepare appeal

Anytime: Use Prompt 6 for specific questions

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## FINAL NOTES

You don't need to use all these prompts. Pick what's useful for where you are in the process.

The AI isn't a human advocate, but it can help you:

- Organize your thoughts when brain fog makes it hard
- Create professional documents when you don't have the energy
- Remember what details matter when executive function is low
- Practice conversations when social anxiety is high

This is YOUR application. The AI is helping you express your genuine experiences in a way the CRA will understand. You're not faking or exaggerating - you're documenting your real life.

You've got this. Many people with similar conditions have successfully obtained DTC. The key is thorough documentation of functional limitations - and these prompts will help you do exactly that.