



# NYS Office of General Services Medical Parking Permit Program Information for Applicants

**Policy:** It is the policy of OGS to centrally manage all medical parking permits with the downtown Albany parking area. The goal is to facilitate an understanding of the underlying law, regulations, and procedures that OGS must follow in evaluating employee applications for medical parking permits for vehicle parking at its downtown Albany parking facilities.

**Requirements:** In order to qualify for medical parking, the applicant must meet the standards set forth in law (VTL 404- a(4) and regulations, which state that he or she is “unable to ambulate without the use of an assisting device”, and this must be certified by their medical provider.

**Accommodations:** Medical parking accommodations may include surface lots served by shuttle buses, and both unreserved and reserved garage lot spaces, based on the needs of the applicant and the availability of such spaces at the time of their application.

## Medical Parking Governance

OGS operates a network of garage, surface and peripheral lots which provide employee parking within the downtown Albany area. OGS has established a Medical Parking Application Review Committee (MPARC) which consists of the Director of Parking Services, or designee, and a representative from the Office of Legal Services and the Diversity and Equal Employment Opportunity offices. The MPARC will meet regularly with a member of the Employee Health Service (EHS) nursing staff to review selected applications. OGS has also established a Medical Parking Appeals Committee which consists of a senior staff member of the OGS Legal Services Office, a senior staff member from the Employee Health Service, and a senior staff member from the OGS Bureau of Real Property Services.

## How to Apply for a Medical Parking Permit

Applicants must submit an application for medical parking with a detailed assessment of their medical condition from their medical provider, including capabilities and restrictions as they pertain to parking and building access. To obtain a medical parking permit application, please contact OGS Parking Management.

## What Happens After You Apply

Once an application is received, MPARC will meet to determine the employee’s eligibility for medical parking. If the application is approved, MPARC will recommend the most appropriate parking location. MPARC’s review of the application consists of two parts, as required by federal and state law:

1. The first part determines whether the applicant has a disability as defined under federal or state law.
2. If a recognized disability is identified, the second part determines whether a reasonable accommodation with respect to parking is necessary and, if so, what that accommodation will be.

In the event that applicants are not granted their requested medical parking accommodation, they may file an appeal, providing it includes additional documentation from their physician, which will be reviewed by the Medical Parking Appeals Committee.

## What if You Have a DMV-Issued Permit

Employees who have a NYS Department of Motor Vehicles handicapped parking hang tag (blue tag) may pay to park in medical reserved spaces in OGS-managed VISTOR LOTS, and be subject to visitor parking fees. In order to park in employee permit lots, the employee must apply for and receive a permit in accordance with the OGS medical parking permit evaluation procedures.