



DHS DM #2021-001

**DHS DIRECTORS MEMORANDUM**

**DATE:** January 28, 2021

**TO:** DHS Single Adult Shelters, Drop-in Centers, Stabilization Beds, and Safe Havens

**FROM:** DHS Office of the Administrator

**SUBJECT:** Oxygen Tanks in DHS Congregate Facilities and Programs

Effective immediately and notwithstanding any prior conflicting policies, clients presenting with oxygen tanks must be permitted to bring their oxygen tanks inside DHS Single Adult Shelters, Drop-in Centers, Stabilization Beds, and Safe Havens.

A client's request for a Reasonable Accommodation (RA) to bring an oxygen tank into any of these facilities must be provisionally granted. Facility staff must follow the process outlined below.

- Facility staff must immediately notify their Program Administrator (PA) if a client presents with an oxygen tank.
- Facility staff must immediately provide clients presenting with oxygen tanks a Reasonable Accommodation Request Form ([DHS-13](#)) to be completed and submitted to the PA.
- If the client submits their prescription and oxygen tank delivery schedule, the PA must approve the RA to utilize an oxygen tank, if applicable
- If the client fails to provide the relevant documentation after receiving assistance from shelter staff, the PA may administratively deny the RA to utilize an oxygen tank.
- PAs and Facility Directors must consult directly with their Assistant Commissioner in Adult Services or Street Homeless Solutions (SHS) at DHS on all cases involving oxygen tanks.
- PAs must notify the Office of Disability Affairs and the Office of Legal Affairs of any case involving oxygen tanks.