*MEMORANDUM*

TO: All VCBR Residents

FROM: Jason Wilson

 Facility Director

DATE: February 5, 2024

RE: The Discontinuation of Packages from individuals in community

**Update/Change to VCBR Rules for Resident Personal Property (The Property Guide)**

Effective February 15, 2024, packages from individuals residing in the community (“home”) will no longer be allowed to be received by VCBR residents. Packages from individuals in the community that are postmarked after this date will NOT be processed but will be returned to the sender.

Effective February 15, 2024, only packages from approved vendors may be received at VCBR. The approved vendors for VCBR are listed in Section 5 (page 12) of the Property Guide.

This change is consistent with the approved Exemptions VCBR has to the Rules and Regulations to Assure the Rights of Individuals Receiving Services from Providers Licensed, Funded, or Operated by the DBHDS. This change is based on the need to protect individuals receiving services, employees, and the public.

The reason for this change is to limit/prevent the introduction of dangerous items, specifically dangerous substances.

You are encouraged to share this information with any individuals in the community that may send you packages. The information will also be shared on the public access website of VCBR.

Cc: VCBR Leadership

 Tony Davis, Human Rights Advocate