

# DROP-OFF AND MAILING GUIDELINES

Please review the following information carefully to ensure that any items sent or dropped off will be accepted.

Items sent **by mail** will be accepted **once per week** only. Any additional packages received within the same week will be returned to the sender **unless the items are necessary and approved**.

If items are **dropped off at the facility**, the assigned **Treatment Technician must be notified and approved of the items prior to the drop-off**. Items dropped off without prior approval will **not be accepted**. The Treatment Technician will send out an email to notify staff of the drop-off.

When a package drop-off is approved, a **Release of Information (ROI)** must be completed. This requirement is in place to **protect patient confidentiality**.

# FOOD LIST

## General Requirements

- All outside food items must be:
  - Factory sealed
  - Commercially packaged
  - Clearly labeled
- All items are subject to staff inspection upon entry.
- Items may not be stored in patient rooms unless specifically authorized.
- Food items may not be shared, traded, hoarded, or used as currency.
- Staff reserve the right to limit quantities or deny items inconsistent with this policy.

## Protein & Nutritional Items

- Protein bars
- Meal replacement bars
- Beef, turkey, or plant-based jerky are all acceptable

## Candy

- One small bag or single-serving candy item per drop off/package (e.g., fun-size candy, small chocolate bar, small gummy pack)

## Medical or Clinical Exceptions

- Items required for documented medical or dietary needs (must be approved by nursing or clinical staff)

## Prohibited Items

The following items are **not permitted**:

- Chips, popcorn, crackers, pretzels
- Cookies, pastries, brownies, baked goods
- Hot chocolate
- Coffee or instant coffee
- Cappuccino or latte mixes
- Tea (unless caffeine-free and approved)
- Large or family-size bags of candy
- Multi-pack snack items
- Soda
- Energy drinks
- Sports drinks
- Powdered drink mixes
- Homemade or prepared foods
- Items requiring refrigeration
- Fresh fruit
- Deli or leftover foods

## Quantity Limits

- Approved food items must fit within **one gallon-size bag per patient**.
- Excess items will be:
  - Disposed of or placed in storage if there is room