



Subject: Instructions/Restriction-Holiday Food Gift Plan

Holiday Food Gift Plan packages will be offered through both Hickory Farms and Keefe/Access Securepak for the 2024 Holiday Season. Holiday Food Gift packages may be ordered by family members, friends or by incarcerated individuals for their own use; an incarcerated individual cannot order for another incarcerated individual.

Order forms, presentations and nutritional facts are being finalized. Once complete these documents will be provided and posted to the website.

THE FOLLOWING RESTRICTIONS WILL APPLY TO ALL ORDERS:

- All order forms submitted by family or friends must be accompanied by a **MONEY ORDER** payable to **“THE NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES”**. **Cash or checks will not be accepted** and will be returned to sender with the order form.
- Hickory Farms must be placed with Money Order.
- **New to 2024**, Keefe/Access Securepak offerings may be placed online by family/friends.
- All orders not placed online must be sent to the Nebraska Department of Correctional Services Central Office Accounting.
- **All order forms, money orders and incarcerated individual’s institutional checks must be received at Central Office Accounting by November 08, 2024.** Orders received after this date will be returned to the sender.
- Incarcerated individuals placing an order for their own use must complete the order form as described and submit it to Central Office Accounting with an accompanying institutional check payable to “The Nebraska Department of Correctional Services”. All insufficient funds institutional checks will be returned to the incarcerated individual placing the order.
- Each incarcerated individual will be allowed a total of **2** orders. **1 order to Hickory Farms not to exceed \$60 and 1 order to Keefe/Access Securepak not to exceed \$60.**
 - If combined total exceeds \$120.00, more than \$60 each vendor or more than 1 order each vendor, the last order received will be returned.
- **Important dates:** Orders opening: September 23, 2024. **All orders due:** November 08, 2024. **Approximate delivery date:** Week of December 09, 2024.

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