




# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## Division of Adult Institutions

**DATE:** May 13, 2020  
**TO:** DAI Staff and Persons in our Care  
**FROM:** Makda Fessahaye, Administrator  
Division of Adult Institutions   
**RE:** Personal Care Package Program

Effective, Monday, May 18, 2020, the Department of Corrections (DOC) will implement a Personal Care Package Program for persons in our care, similar to the care package program offered in many Wisconsin county jails. The DOC's Personal Care Package Program offers family and friends of persons in our care the opportunity to purchase approved personal care items on a quarterly basis directly from Union Supply Group (USG). Orders can be placed at [Winmatepackage.com](http://Winmatepackage.com). Additional details about the Personal Care Package Program are listed below:

### Eligibility Criteria:

- For persons in our care to receive packages, the individual must be in general population status at the time the receiving institution receives the package. If an individual is in restrictive housing at the time the institution receives the package, the institution will store the package until the individual's release from restrictive housing.
- Persons in our care in Assessment & Evaluation (A&E) reception status at Dodge Correctional Institution are not eligible for the program and cannot receive packages through the program.

### Order Details:

- Friends and family of persons in our care will be able to place an order through USG online at [Winmatepackage.com](http://Winmatepackage.com), by phone at 562-361-5706, by fax at 310-603-1188, or by mail at Union Supply Direct, Dept. 500, 9018 Rancho Dominguez, CA 90224-9018. This information is also available on [Winmatepackage.com](http://Winmatepackage.com).
- Family and friends of persons in our care are able to purchase one (1) order per quarter with a minimum spending limit of \$20.00 and maximum spending limit of \$50.00, and limit of two (2) per item. Certain items may be restricted depending institution policy and procedure.
- The Personal Care Package Program items are not on the DOC canteen menus and are not available for purchase by persons in our care.
- USG will send Personal Care Package Program catalogs to persons in our care. Additional information about the program will be detailed in the last page of the catalog. Catalogs will be managed in the same manner Property/Hobby vendor catalogs are managed.

- DOC is not responsible for the processing of any Personal Care Package Program orders. Friends and family of persons in our care should contact USG to address their questions or additional information regarding the program at [Winmatepackage.com](http://Winmatepackage.com).

**Additional Information:**

- Personal Care Package items are considered personal property and will count towards property limits identified in DAI Policy 309.20.03 Inmate Personal Property & Clothing.
- The Personal Care Package Program is a separate program from the DOC's canteen program through USG.