



STATE OF ALASKA

DEPT. OF HEALTH AND SOCIAL SERVICES
DIVISION OF JUVENILE JUSTICE

MAT-SU YOUTH FACILITY

SEAN PARNELL, GOVERNOR

581 Outer Springer Loop Road
Palmer, Alaska 99645
Phone (907) 746-1630
Fax (907) 746-7249

RE: Visitation and Phone Contact

Date:

Mr. & Mrs. John Q. Public
12345 Main St.
Anywhere, USA

Dear Parent:

Your son/daughter has been placed at the Mat-Su Youth Facility Detention Unit in Palmer, Alaska.

The Mat-Su Youth Facility is located at **581 Outer Springer Loop Road** in Palmer. Approaching Palmer from Anchorage on the Glenn Highway, take the right turn onto Springer Loop immediately after the Fair Grounds (there is a gas station / restaurant to the left). MSYF is about one mile on the left side of the road, a red and metallic building. If you get to the Golf Course you've gone too far! We ask that all coats, purses, medication, tobacco products, etc. be kept in your car or secured in lockers provided in the lobby before gaining access to the living unit. If you do not have personal transportation, the facility can be reached by taxi. The bus transit system, Mascot, can be contacted at 376-5000.

Regular visiting hours at the Facility are Sundays and Wednesdays from 6:30 to 7:30 p.m. Visiting is limited to members of immediate family. Visitors may bring **nothing** onto the unit. Pictures or mail need to be sent through the U.S. Mail. Appropriate attire is expected of all visitors, determined by the shift supervisor. Visitors with small children are expected to be responsible for and attentive to those individuals. Should you be coming to see your child from outside the valley, it will be possible for you to visit between 8:00 a.m. and 9:00 p.m. during the week and on weekends by prior arrangement with the Unit Supervisor. It is best that you let us know if you plan to visit at a time other than during regular visiting hours, as otherwise the resident might be away from the Facility.

Correspondence is unlimited, and you may write to your son/daughter and he/she to you as frequently as you wish. Residents do not spend money as part of the MSYF program. There is no need for them to have money while on the unit. Any money sent to a resident should be in the form of a postal money order, cashier's check or certified check. Personal checks will not be accepted, and cash should not be mailed. Any money sent will be given to the resident at the time of his/her release.

The MSYF phone number is **746-1630 ext. 232**. We request that your incoming calls, during school days (Monday through Friday), are between 2:30 p.m. and 8:30 p.m. and between 8:30 a.m. and 8:30 p.m. on weekends and holidays. Residents are allowed only one phone call per day, incoming or outgoing. Please understand if you are told your son/daughter has already used up his one call for that day.

Thank you for your cooperation in these matters.

Please consider visiting the state's web site: <http://health.hss.state.ak.us/djj/facilities/matsuyf/default.htm>

Sincerely,

Mat-Su Youth Facility Juvenile Justice Unit Supervisor