

DEPARTMENT OF HEALTH & HUMAN SERVICES
OFFICE OF JUVENILE SERVICES

YOUTH REHABILITATION & TREATMENT CENTER
Kearney, Nebraska

PARENT HANDBOOK



Administration

Ms. Jana J. Peterson.....	Facility Administrator
Ms. Rosalie McCurry.....	Administrative Assistant
Mr. Tony Kleidosty.....	Principal
Mr. Rey Rodriguez.....	Facility Operations Officer
Dr. Mindy Abel.....	Psychologist
Ms. Shelly Potter.....	Nurse Supervisor
Pastor Mike Pearson.....	Religious Coordinator
Mr. Richard Wetjen.....	Recreation Manager
Ms. Rita Uldrich.....	Business Manager
Mr. Ron Cox.....	Dickson Unit Supervisor
Mr. Dan Theobald.....	Training Coordinator
Ms. Mary Wright.....	Food Service Manager
Officer of the Day.....	Youth Security Supervisor
Mr. Steve Reeves.....	Facility Maintenance Manager

(Revised January 2011)

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Contact Information

Directions

The YRTC-K campus is located on the west edge of Kearney, at the top of the hill, north of the intersection of Highway 30 and 30th Avenue.

Mailing Address

Youth Rehabilitation & Treatment Center
2802 30th Avenue
Kearney, Nebraska 68845

Numbers

Phone	Fax
(308)865-5313	(308)865-5323

Web Site: www.hhs.state.ne.us/jus/yrtc/yrtckindex

History of YRTC-Kearney

The Youth Rehabilitation and Treatment Center-Kearney (YRTC-K) was established by the Nebraska State Legislature in 1879 and began receiving young people, both male and female, in July 1881. In 1892, the then Nebraska State Reform School for Juvenile Offenders, became a male-only youth facility with the establishment of the female youth facility in Geneva, Nebraska. The original 320-acre Kearney campus was developed on land donated to the State of Nebraska by the City of Kearney. The State of Nebraska returned nearly 200 acres to the City of Kearney for the development of a city-operated golf course in 1991. On January 1, 1994, the institutional name was changed for the fifth time to the Youth Rehabilitation and Treatment Center by the Nebraska Unicameral. YRTC-K also was placed legislatively under the Office of Juvenile Services within the Nebraska Department of Correctional Services. On January 1, 1997, the Unicameral merged the Office of Juvenile Services with four other State agencies to form the Health and Human Services System. On July 1, 2007 HHSS reorganized into the Department of Health and Human Services (DHHS). DHHS is the parent agency under which YRTC-K is one of nine 24 hour care facilities including three Regional centers, three Veterans Homes, one Development Center, and the two YRTC's. YRTC-K is within the DHHS-Division of Children and Family Services-Office of Juvenile Services.

Dear Parents/Guardians,

Our mission at the Youth Rehabilitation and Treatment Center-Kearney (YRTC-K) is to help youth live better lives through effective services affording youth the opportunity to become a valued member of the community. The Nebraska Juvenile Courts understand this mission and committed your son to YRTC-K in order to give him this opportunity. The emphasis of our program is to return your son to his home/community so that he may productively enter into adult life.

YRTC-K staff depend upon the youth's family to support him and his efforts. Positive communication with family is a must for all youth. Celebrating his gain in self-worth and knowledge is vital to his success. Your preparation for his return to the community is important to his program success. Your son's worker in the community is his and your link to this preparation through implementation of family centered practice procedures. His worker from the community will visit him monthly at YRTC-K. The worker and you will receive monthly progress reports indicating how your youth is progressing through the program.

We urge you to work in cooperation with YRTC-K staff in supporting your son and his needs. Together, we can turn these opportunities and successes into a productive life for him.

Do not hesitate to ask questions of YRTC-K staff. Without correct information and knowledge no one can succeed in life. Thank you for working with us to assist your son.

Sincerely,

Ms. Jana J. Peterson
YRTC-Kearney Administrator



Orientation

Your son's stay at YRTC-K begins with orientation in the Dickson living unit. He will receive information on the program which will help him progress and begin the process of working his way back into the community.

He will remain in the Dickson living unit for up to seven (7) days. During this time YRTC-K staff will interview him, review his history and assign him to a group. He will then be attached to a youth group in another living unit.

Your son will receive a tour of the facility to acquaint him with the campus prior to his move to the living unit. Once he is moved to the living unit, he will meet his Youth Counselor who will work with him individually, his group and you.

He will learn the primary components of the change process and how to identify why he behaves the way he does. He will learn what he can do to change those behaviors so they do not harm others or continue to be self-defeating overtime. He will learn to ***“Think of the Consequences”*** (TOC), how his behavior affects him, and ***“Think of Other People”*** (TOP), how his behavior affects those around him.

Your son will learn to identify the thoughts, feelings and behaviors that result from his response to an event and how to identify patterns of thoughts, feelings, and behaviors. He will learn to identify the underlying beliefs that influence how he thinks, feels, and behaves in response to an event and what a “behavior plan” is and how to write them.

In doing this he will not only learn to help himself, but he will learn to help those around him.

Living Units

At the conclusion of your son's orientation he will be assigned to a permanent living unit. With the exception of the Dickson living unit, all YRTC-K living units consist of three (3) youth groups. The living unit staff and the assigned youth group will help teach your son about the living unit life. Each youth group has an assigned Youth Counselor who is your contact person. Youth Counselors' work shifts are 12:30 to 8:30 PM, Monday through Friday. Your son's youth group will consist of about nine (9) youth. This group does all activities together.

Your son will participate in two (2) different types of EQUIP Peer Helping Meetings. These meetings occur five (5) days a week. The first type is the Mutual Help Meetings which are held on Monday, Wednesday and Friday starting at either 4:00 or 6:30 P.M. and last 75 minutes. The second type is the Equipment Meetings which are held on Tuesday and Thursdays. This meeting is designed to allow your son to make positive, rational, and responsible decisions. The Equipment Meetings are seventy-five (75) minutes in length and at times allows the group to complete two (2) of the Equipment Meeting lessons.

Your son's group will be assigned to living unit details, within and outside the unit. Youth groups will also be assigned to service projects on and off the YRTC-K campus.

To ensure the safety and security of your son, he will be instructed in emergency procedures in the event of a fire or tornado and practice these procedures monthly.

Each living unit is managed by a youth action plan team which meets weekly. The action plan team discusses your son's progress, plans unit activities, and sets the on and off campus visitation lists. Please call prior to your campus visit if you have questions about visitation.



SCHEDULES

DAILY SCHEDULE FOR YOUTH

6:00 a.m.	Wake up
6:00-6:30 a.m.	Personal Hygiene and Clean Unit
6:30-7:30 a.m.	Breakfast
7:30-8:30 a.m.	Clean Unit
8:30-11:30 a.m.	School Classes
11:30-12:30 p.m.	Lunch
12:45-3:45 p.m.	School Classes
4:00-8:00 p.m.	Youth Group Meetings and Recreation
5:30-6:30 p.m.	Dinner
8:00-9:00 p.m.	Recreation, Homework, etc.
9:00 p.m.	Clean Unit, Prepare for Bed
9:30 p.m.	To Bed and Sleep

WEEKEND / HOURLY SCHEDULE FOR YOUTH

6:00 a.m.	Wake up
6:30 a.m.	Personal Hygiene and Clean Unit
7:00-8:00 a.m.	Breakfast
8:00-11:30 a.m.	Unit Work, Activities, Optional Sunday Chapel 0800/0900, Letter Writing
11:30-12:30 p.m.	Lunch
12:30-5:30 p.m.	Unit Work, Recreation, Canteen, etc.
5:30-6:30 p.m.	Supper
6:30-9:30 p.m.	Unit Work, Personal Hygiene, prepare for bed
9:30 p.m.	To bed and sleep

The YRTC-K EQUIP Program

The YRTC-K mission is to help youth live better lives through effective services affording them the opportunity to become law-abiding and productive citizens. This is accomplished through the use of the EQUIP Program. The EQUIP Program's function is to provide opportunities for your son to learn and practice social skills, anger management techniques, and social decision making. In addition, based on your son's individual needs, his YRTC-K Program may include: drug and alcohol use education; individual counseling; academic education; psychiatric/psychological counseling; chemical dependency treatment; trauma counseling; problem resolution; and transitioning to the community.

INDIVIDUAL TREATMENT PLAN

A personalized and comprehensive individual treatment plan, (ITP) will be developed for your son to help guide him during his YRTC-K stay. The ITP goals are designed to help him prepare for his return home.

The ITP is developed within 14 calendar days of your son joining his youth group in his permanent living unit. The Youth Counselor is responsible for the development, monitoring, and procedural completion of your son's ITP. The ITP will be given to a Youth Counselor Supervisor for review and signature prior to the review and signoff by the Youth Counselor, your son, and his worker from the community. Your son has a copy of his ITP to guide him during his program stay. Your son's worker from the community will discuss his ITP with you and give you a copy.

The ITP includes the following: Your son's name; DOB, committing court; worker from the community; Youth Counselor; youth group; parent/guardian name; address; phone; date received at YRTC-K; committing reason; thinking errors to be worked on; youth strengths; resources available at YRTC-K; resources outside of the YRTC-K to implement plan (i.e. Medicaid, child support); contact persons; probable parole placement and estimated length of stay to complete ITP.

Your son's Education Plan becomes a part of the ITP and is authored by your son's Basic Education teacher. The Education Plan includes what education classes and services he will take part in at YRTC-K.

MONTHLY PROGRESS REPORTS/30 DAY SELF REPORTS

The Youth Counselor, in conjunction with the youth action plan team, will complete a monthly narrative report to your son's committing judge. This report will be in letter form. Specific comments could include: 1.) The Youth Counselor's observations for the past month regarding his progress on the ITP objectives including mutual help meetings awarded and thinking errors addressed. 2.) Youth action plan team comments on progress, thinking errors, personal appearance, attitude, effort on work details, school progress, focal points for your son for the next month, and special areas of note for the past month.

This letter will be read to your son at his request during his mutual help/30 day self-report meeting. Oral comments from him are included. Once your son has heard the content of the letter, he will sign off which verifies that he has heard the content of the letter and received a copy.

This letter is sent to the committing judge with copies sent to the YRTC-K Administrator, your son's worker from the community, the youth action plan team, and you. If you have any questions about the letter and your son's progress, please contact your son's Youth Counselor.

Education

West Kearney High School (WKHS) is accredited by the Nebraska State Department of Education and North Central Association. The school year is composed of six (6) eight (8) week sessions. The WKHS program is designed for students with varied academic abilities and backgrounds. Each student has an Individual Education Plan or an Education Plan designed to meet his academic and pre-vocational needs. Your son's grade placement and curriculum assignments are made after reviewing his academic records and transcripts, along with an on-site psychological appraisal and on-site academic and vocational assessment. The school operates year-round with classes in session from 8:30-3:45pm Monday through Friday with the exception of holidays. Your son is expected to complete his assignments to either earn credits toward his high school diploma or prepare him to earn his General Education Development (GED) Certificate. The credits he earns at YRTC-K can be transferred to his home school district and applied toward earning a high school diploma.



Medical

Access to health care is explained to your son in orientation and in his YRTC-K youth manual. An Intake Screening form is used by our orientation unit staff at the time of commitment. Information from this form alerts staff to any immediate problems. A nurse completes a comprehensive nursing assessment of your son within seven days of arrival. A physical examination is conducted by a physician within fourteen days unless records show one was done within ninety (90) days prior to commitment. The contracted physician comes to the facility one (1) day per week. If treatment is needed between physician visits, arrangements are made for transportation to the physician's office for treatment. Youth are given the opportunity daily and are given the responsibility to tell us if he feels sick or has a medical concern or question. When needed emergency and inpatient medical services are provided at Kearney's Good Samaritan Hospital.

The contracted part-time dentist or hygienist also sees your son within seven (7) to fourteen (14) days of arrival and as needed. Outside referrals are made as needed. YRTC-K does not perform orthodontal procedures.



Recreation/Leisure

Recreation and leisure activities are an important part of the program and an essential life skill. Your son will have access to a variety of constructive leisure time activities. Recreation/leisure time activities will be developed and information disseminated and posted for youth and staff. Recreation programs shall be designed to allow each youth to participate in activities beneficial to his personal development while at YRTC-K. Activities may include, but are not limited to, the use of the gym, swimming pool, playground, arts & crafts, and special events. A major portion of the YRTC-K youth sports program are intramural sports. These seasonal sports include softball, flag football, volleyball, basketball, soccer, and beach volleyball. Getting and staying fit is part of a healthy lifestyle and the program provides these opportunities.



Food Service

YRTC-K provides three (3) balanced meals a day. Menus are planned to meet or exceed the nutritional standards as recommended by dietary guidelines and are approved by a Registered Dietician. Regular dining facility inspections are made by the State Department of Health.

Special diets will be provided for your son when prescribed by YRTC-K medical staff members. Religious diets will also be provided on the recommendation of the YRTC-K Chaplain and with the approval of the Administrator.

Spiritual Program

Religious/spiritual programming is another part of the overall YRTC-K program. Religious programming is available to your son, should he decide to participate. A full-time Chaplain is employed by YRTC-K. Upon request a spiritual leader will be contacted. The religious program consists of regularly scheduled chapel services, Bible study classes, individual counseling and special spiritual programs.

Chapel services are held every Sunday morning at 8:30 a.m. in the All Faiths Chapel. If you are visiting your son on Sunday, you may attend Chapel services with him without the time being counted as part of your visitation hours. Please sign in with the front office Receptionist prior to chapel attendance.

Bible Study is offered on Thursdays at 4:00 p.m. and 7:00 p.m.



Volunteer Program

The YRTC-K administration encourages citizen involvement and volunteer programs in all program areas. The goal of citizen and volunteer programs is to generate a variety of services and experiences for your son. The citizen involvement and volunteer program is directed by the YRTC-K Recreation Manager. Citizen volunteers participate with youth in Bible studies and other campus and off campus activities.

Community Service/Activities

The primary goal of the YRTC-K youth community service/activities program is to help your son repair his relationship with the community through volunteer services as part of restorative justice. Our youth and staff have a long standing commitment of service to the Kearney area. All youth are led by staff in projects throughout the year. Examples of the collaborative and long standing partnership with YRTC-K for youth include the following: University of Nebraska at Kearney; Kearney Volunteer Fire Department; City of Kearney; Nebraska Safety Center; Kearney Goodwill; Habitat for Humanity and the Kearney Humane Society.



Telephone

Your son will be able to make debit calls on the Youth Phone System. By using the debit system he will be able to make calls to cell phones if it is authorized. He will purchase phone time by writing a YRTC-K youth check. The amount will be added to his phone account as he makes a call, whether it is to a land line or a cell phone. At the beginning of each phone call, the system will give him the dollar amount available. He must have at least \$0.63 available to make a one minute long distance call – see chart below.

The cost to place a phone call using the debit system is as follows:

	Collect		Debit	
	Connect	Cost/Minute	Connect	Cost/Minute
Local	\$0.70	\$0.00	\$0.57	\$0.00
Intra/Inter State	\$0.70	\$0.05	\$0.57	\$0.06
International			\$0.79	\$0.57

15 minute long distance phone call - \$1.47 – debit system

\$1.45 – collect calling (plus phone company fees and taxes)

Staff are always available to answer questions concerning phone calls.

Upon your son's arrival at YRTC-K, he will be allowed a free phone call to his parents or guardian. This call is to let you know that he is at YRTC-K and he is safe.

Your son will be allowed two (2) debit calls a month to his parents or guardian.

Debit calls are scheduled as follows:

1. The day he leaves orientation and enters a youth group in the open living unit.
2. Every (fifteen) 15 days following his group classification (until on schedule with progress letters).
3. The day of his monthly progress letter.
4. Fifteen (15) days following each monthly progress letter.
5. The day after he earns release.

All telephone calls are electronically recorded and may be monitored by authorized YRTC-K staff. Use of the Automated Youth Calling System by your son and acceptance of the call by you is consent to record and monitor the conversation by authorized staff.

Your son is not allowed to receive phone calls at any time. If an emergency should arise, please call the YRTC-K Youth Security Supervisor for an injury, death, or serious illness within the immediate family. In these cases arrangements will be made, when possible, for the youth to visit members of the immediate family or attend the funeral. Remember, however, this applies to immediate relatives only. (Immediate relatives are defined as mother, father, siblings, or grandparents.)

Mail

Your son may write letters to whomever he chooses, however staff has the right to determine if this correspondence is harmful to his positive development. The program will provide him stamps for two (2) letters a week. One of these stamps must be used to write his parent(s) or guardian(s). Also, YRTC-K will provide stamps for any legal correspondence he may have. He can write his lawyer or Guardian Ad Litem when he needs to. If you feel letters he is receiving are having a negative influence on him, you have the right to request that he stop writing that person.

If your son wishes to correspond with his immediate family in a correctional facility the YRTC-K Administrator will write the Administrator of the facility. If both Administrators agree, the YRTC-K Administrator will follow up with an Inter-institutional Mailing Approval prior to any mailing. Your son will need to request this action by speaking with his Youth Counselor.

Your son's mail may not be given to him if it is determined such letters will harm his safety, security, or rehabilitation process. He will be informed as to the reason for not receiving such letters.

If his mail is not given to him, a statement will be sent to the sender stating the reason for denial. If the sender wishes to challenge the decision, the Department Grievances Procedure must be used.

Your son MAY NOT SEAL his letters. He should be aware that all of his letters may be read by YRTC-K staff if there is just cause.

He may seal letters to his lawyer or state officials. Your son's mail must be opened by a staff member in your son's presence.

He may not receive any food items (cookies, candy, etc.) by mail.

Example of proper YRTC-K mailing procedure:

Your Return Address ----- -----	Stamp
Your Son's Name Here 2802 30 th Ave. Kearney NE 68845	

Clothing, Personal Items & Money

YRTC-K youth are not allowed to wear personal clothing. Adequate clothing will be provided by YRTC-K. Any personal clothing brought into the YRTC-K facility will be sent to youth's home at his expense. YRTC-K has a central laundry/warehouse that provides all youth clothing and linens. Your son may have one (1) pair of personal tennis shoes if they are **Primarily White** or **Primarily Black**, with **Minimal Accent Colors**. Primarily white shoes must have solid white laces and primarily black shoes must have solid black laces. K-Swiss, British Knights or Nike Cortez shoes will not be allowed. No boots of any kind will be allowed. If he has his own shoes, your son will not be issued shoes from YRTC-K.

One (1) wristwatch and one (1) religious cross or medallion on a single simple chain is the only jewelry allowed. Radios are allowed, but must have headphones and cost under \$100 in retail value. No MP 3 or Compact Disc players are allowed. Equipment that will record is not allowed. Your son may be requested to send any unacceptable clothing or property home by U.S. Mail at their expense. **YOUR SON ASSUMES FULL RESPONSIBILITY FOR ALL PERSONAL PROPERTY.** YRTC-K will not assume liability for your son's personal property and strongly recommends ALL expensive or sentimental personal items remain at home. There is no lending or borrowing of personal property among youth.

The YRTC-K Business Office will establish an account for your son. All funds received for him will be placed in his account and a receipt is issued to the depositor and your son. His monthly YRTC-K allowance of (fifteen) \$15 will be deposited in his account at the YRTC-K Business Office. The allowance is for purchase of personal hygiene items at the facility's canteen. Your son is not allowed to carry cash. Institutional checks may be written by him for canteen purchases and other special purchases. You may leave money for your son with the receptionist during a visit. Cash or money orders may be sent in letters but sending cash by mail is not recommended. NO PERSONAL CHECKS WILL BE ACCEPTED. After leaving YRTC-K it takes about six (6) weeks to clear his account and send the balance.

Visits

Visits are an important part of your son's YRTC-K program and are encouraged throughout his stay. Visits are intended to allow your son and his family to communicate effectively and discuss his YRTC-K progress and his plans when released from YRTC-K. If you have questions after reading the following policy, be sure to ask the YRTC-K Receptionist.

1. Your son may receive visits **ONLY** from immediate family members, (parents, siblings, and grandparents) and legal guardians. Siblings under the age of twenty-one (21) must be accompanied by parents, grandparents, or legal guardian to be allowed to visit. Siblings age twenty-one (21) or older are eligible to visit alone with YRTC-K approval. Other adults with a sincere interest in your son such as a minister or teacher may request approval for a special visit. A special visit is usually thirty (30) minutes in duration. These visits are not counted as his once a week visit and will not interfere with family visits.
2. Daily visiting hours begin at 8:00 a.m. and end at 3:30 p.m. Visits are limited to one (1) visitation period of four (4) hours every seven (7) days. This period runs from 8:00 a.m.

Sunday through 3:30 p.m. Saturday. When your son has not had a visit for thirty (30) days, he is entitled to an all day visit. Parents, grandparents, guardians must request an all day visit from the YRTC-K Receptionist upon their arrival.

3. To begin each visit, you must register with the Receptionist. The Receptionist will explain two (2) forms which must be completed prior to the visit beginning. If you remain on the YRTC-K campus, you may visit in the area adjacent to the Receptionist's office, in the Canteen, or in the area east of the school where picnic benches are provided. If these areas become too crowded, notify the Receptionist and other arrangements can be made. **VISITING IN CARS OR IN THE PARKING LOT IS NOT ALLOWED.** Siblings should remain under the supervision of parents, grandparents or guardians at all times. Your son is not allowed to drive, smoke, or use alcohol or drugs while on visits.
4. Visitors at YRTC-K are required to leave their personal items in their vehicles. Visitors will be allowed prepackaged food items or allowed to order from local delivery restaurants.
5. Off-campus visits are determined weekly during the living unit weekly team meeting. If your son is eligible to leave the campus during a visit he must be under the supervision of parents, grandparents, or guardians at all times. Siblings twenty-one (21) years and older are not eligible to supervise visits off campus without YRTC-K approval. Off campus visits are restricted to the limits of Buffalo County. The only exceptions are a visit to Pioneer Village in Minden or Fort Kearny State Park. If you plan to visit either place, you must inform the Receptionist prior to leaving campus. **ONCE YOUR SON LEAVES THE YRTC-K CAMPUS ON A VISIT, HE IS TO REMAIN OFF THE CAMPUS DURING THE VISIT. HIS VISIT ENDS WHEN HE RETURNS TO CAMPUS. YOU ARE REQUIRED TO CHECK YOUR SON IN WITH THE RECEPTIONIST AT THE END OF THE VISIT.** If you would like to leave gifts, check them in with the Receptionist at the end of the visit. Expensive items are discouraged. If money is left for the youth, the Receptionist will issue a receipt to the person who leaves the money. No personal checks will be accepted. No food items will be taken back to the living unit.
6. If your son is assigned to Dickson Security Unit due to disciplinary action, only his parents will be allowed to visit. The visit is limited to one (1) two (2) hour period per week from 1:00 p.m. to 3:00 p.m. Central Standard Time in the Security Unit. No food or beverages allowed in the Security Unit. Parents are urged to contact the youth's Youth Counselor prior to visiting.
7. We urge you to discuss the following with your son during the visit: How are you doing with schoolwork? What problems are you working to solve? Are you helping yourself and your group members? Have you spoken with your worker from the community lately and what did you talk about for plans upon leaving YRTC-K?
8. If you misrepresent a visitor i.e. identifying a girlfriend as your son's sister, your future visits may be at risk. If you aid your son's escape, you will be unable to visit in the future and may be subject to legal action.
9. Pursuant to NE Statue 28-912.01, any person who entices or attempts to entice a juvenile away from a facility or program when the juvenile has been legally placed with or committed to the Office of Juvenile Services/YRTC or who knowingly harbors, transports, conceals, or aids in harboring, transporting, or concealing any juvenile who has escaped from the custody of the Office of Juvenile Services/YRTC is guilty of a Class IV Felony.

Follow the rules and have a good visit. If you have questions or need help, make sure you ask the Receptionist, Youth Security Specialist, or other available YRTC-K staff.

NOTICE:

If you have a concern or question about YRTC-Kearney we urge you to contact the YRTC-K Administration.

You also may express your concerns about YRTC-Kearney to:

Nebraska State Ombudsman
P.O. Box 94604
Lincoln NE 68509-4712
(800)742-7690

OR

The Department of Health and Human Services Advocate may be contacted by calling or writing to the following address/phone number.

DHHS Advocate
P.O. Box 95026
Lincoln NE 68509-5026
(800)254-4202

