

2025
January

A MONTHLY
NEWSLETTER
ABOUT YOUR
RIGHTS AND
RESPONSIBILITIES

Right Here!

Rights of the Month

Send and Receive Mail

Make / Receive Calls

Spend Money

Be Safe

Vote

Live Where You Want

Belong to Groups

Have the Best Health

Practice Cultural and

Religious Beliefs

Be Heard, Have Freedom
of Expression

Be Free From Abuse,
Neglect and Mistreatment

Have Personal

Possessions

Have Privacy

Obtain Meaningful and
Productive Work

Decide and Participate in
What People Say, Share
and Write About You

Make Decisions About
Your Life

Have Family, Friends and
Intimate Relationships

Express Grievances and
Object to Services



this issue

Your Mail Is Your Right! - CQL **P.1**



5 Ways To Protect Mail/Packages **P.1**

How to Send a Letter or Postcard **P.2**

"The concept of dignity and respect is certainly about choice, decision-making, and dignity of risk, along with the niceties of "thank you" and "you're welcome." But it goes beyond these things alone," states Elizabeth Sites, *CQL Director of Organizational Excellence*. She states, "Respect can be defined as "showing regard or consideration for" and dignity can be defined as "worthiness." Most people do not act in a way that is blatantly disrespectful to others or make them feel undignified. However, there are so many more subtle behaviors and actions that people engage in that can be disrespectful." Ms. Sites calls these "subtle signs of disrespect." She states, "If mail has someone else's name on it, it is theirs. **No one should be opening that mail except for that person, unless they have specifically stated that it is okay for someone else to open it.** The fact of the matter is that so many people with disabilities do not have a lot of control over their own lives. Receiving mail and being the one to open it is such a small joy and gives a person control over their own information."

5 Ways to Protect Mail and Packages



Don't leave packages unattended for any length of time.



Won't be home? Use Hold for Pickup option at usps.com



Leaving town? Use the USPS Hold Mail® services at usps.com



Customize delivery by using usps.com and your USPS Tracking® Number.



Use USPS special services like Signature Confirmation™ or Registered Mail®.



usps.gov

Did You Know?

When Mail is Federally Protected?

“Mail received into the hands of an addressee or addressee’s agent is considered properly delivered mail. Mail addressed to employees or officials of an organization at the organization’s address is considered properly delivered after it’s received at the organization. For this reason, the Postal Inspection Service discourages staff from using their employer’s address to receive personal mail.

Mail delivered into a privately owned receptacle, designated by postal regulations as a depository for receipt or delivery of mail, is protected as long as the mail remains in the box. Mail adjacent to such a box is also protected.

Protection for your mail ends when items are removed by the addressee or the addressee’s agent.

From the United States Postal Service: *How to Send a Letter Or Postcard*

Step 1: Choose Envelope or Postcard

Envelopes are for sending flat, flexible things, like letters, cards, checks, forms, and other paper goods.

Step 2: Address Your Mail

Envelopes: Write your address (the "return" or "sender" address) in the top left corner. Write the delivery address (the "recipient" address) in the bottom center.

Postcards: Postcards come in different formats, so write the delivery address in the space it gives you (on the same side you write your message and put the stamp).

Step 3: Calculate Postage

A First-Class Mail® Forever stamp costs \$0.73 and goes in the upper right corner of the envelope. A standard postcard stamp costs \$0.56.

Step 4: Send Your Mail

Once your envelope or postcard has the correct addresses and postage, you can send it several ways, including putting it in your mailbox or dropping it in a blue collection box or at a Post Office™ location.

