



U.S. DEPARTMENT OF STATE  
BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS

*Connecting People, Creating Understanding*

# U.S. DEPARTMENT OF STATE

**NAYEN 2013**

**February 14-17, 2013**



# Compliance w/ DOS: Session #2

- Application Process
  - Exchange Students
  - Host Families
- Reporting Requirements
  - Program Reports
  - Incident Reports
- Letters – Students and Host Families
- On-line Training – Coordinators & Counselors
- DOS Program Audits



# Program Administration (62.10)

- Selection of Exchange Visitors (a)
  - (2) The exchange visitor possesses sufficient proficiency in the English language to participate in his or her program
  - 62.25(e)(1): Are secondary school students in their home countries who have not completed more than 11 years of primary and secondary study, exclusive of kindergarten; **or** are at least 15 years of age, but **not more** than 18 years and six months of age as of the **program start date**;
- Pre-arrival Information
- Orientation
- Monitoring



# A Rotary Concern



## Long-Term Exchange Program

### Rules and Conditions of Exchange

As a Youth Exchange student sponsored by a Rotary club or district, you must agree to the following rules and conditions of exchange. Districts may edit this document or insert additional rules if needed to account for local conditions.

#### Rules and Conditions of Exchange

- 1) You must obey the laws of the host country. If found guilty of violating any law, you can expect no assistance from your sponsors or native country. You must return home at your own expense as soon as released by authorities.
- 2) You are not allowed to possess or use illegal drugs. Medicine prescribed to you by a physician is allowed.
- 3) The illegal drinking of alcoholic beverages is expressly forbidden. Students who are of legal age should refrain. If your host family offers you an alcoholic drink, it is permissible to accept it under their supervision in the home.
- 4) You may not operate a motorized vehicle or participate in driver education programs.
- 5) You must have sufficient financial resources to support yourself during your exchange. Your host district may reimburse you for emergency situations. Unused funds will be returned to your parents or legal guardians at the end of your exchange.
- 6) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district authorized by the host Rotary club or district with chaperones. The host district and club, host family and legal guardians must approve any other travel. Rotary is exempting itself of responsibility and liability.
- 7) You must return home directly by a route mutually agreed upon by your host district and your parents or legal guardians.
- 8) You should have sufficient financial support to support yourself during your exchange. Your host district may reimburse you for emergency situations. Unused funds will be returned to your parents or legal guardians at the end of your exchange.
- 9) You must follow the travel rules of your host district. Travel is permitted with host parents or for Rotary club or district authorized by the host Rotary club or district with chaperones. The host district and club, host family and legal guardians must approve any other travel. Rotary is exempting itself of responsibility and liability.
- 10) You must return home directly by a route mutually agreed upon by your host district and your parents or legal guardians.



## Required DOS Docs – Application Process

- Exchange Students – 62.10(a) Sponsors shall provide a system to screen and select prospective exchange visitors to ensure that they are eligible for program participant
  - Application, Medical Records, SLEP?, Transcripts, Releases
- Host Families 62.25 (j)
  - Application - Appendix F
  - CBCs
  - References
  - Home Photographs



# Host Family Screening #1

- Quality of the household
  - Substandard homes
    - Assessments of LC pictures of host home
  - Low incomes
    - Understand varying costs of living
  - Food/housing subsidies
  - Placing two EVs, where one should be maximum
- Think: Would you want your own child there?
  - Would you advertise home on your website?



# Host Family Screening #2: A Discussion

- Assessing the CBC – What are the Standards?
- Recently Reported Sexually-related Incidents & and Questions re: CBCs of Host Fathers
  - Exhibitionism – 12 years ago, 1 charge, acquitted
  - Domestic battery – 20 years ago, 3 misdemeanors, acquitted and dismissed
  - Child neglect – 15 years ago, two charges, dismissed
  - Solicitation of a prostitute, 10 years ago, dismissed
- Judgment call? Vision is 20/20 in hindsight?

**Slide 7**

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**JA1**

James Alexander, 10/25/2012





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# DOS Student Letter



United States Department of State

*Bureau of Educational and  
Cultural Affairs*

Washington, D.C. 20522

[www.state.gov](http://www.state.gov)

May 18, 2012

Dear Student,

On behalf of the U.S. Department of State, welcome to the Secondary School Student exchange program. This program is a great opportunity for you to experience first-hand the culture and diversity that the United States has to offer. As a valued participant in this program, you are among thousands of high school students from around the world serving as your country's citizen ambassador in the United States. We want your experience to be both positive and rewarding.

As a participant in a formal exchange program, you will attend an accredited public or private secondary school, while living with an American host family who has opened their home and hearts to welcome you to the United States. We know that with a positive attitude and respect for others you will achieve a close and successful relationship with your host family.

We understand that you may have concerns about leaving your family and friends at home to come to the United States and those are very normal concerns to have. I want you to know that your decision to come to the United States is important to us and that your health, safety, and well-being are our highest priority. It is extremely important that you notify your sponsoring organization with any concerns or problems you might have, especially if you find yourself in a circumstance that threatens your personal health, safety, or well-being or a situation that makes you uncomfortable. If your sponsor organization is not responsive to your concerns, you should not hesitate to contact the Department of State directly through the phone number or email address provided below. A Department staff person will be available to hear your concerns and assist you.

Your sponsoring organization will provide you with an identification card, which lists your host family, placement address, and telephone numbers, a telephone number which affords immediate contact with the program sponsor, the program sponsor's organizational representative, and the Department of State's toll free number (1-866-283-9090) and email address ([jvisas@state.gov](mailto:jvisas@state.gov)). You should keep this card with you at all times and contact us if you have any concerns about your health, safety, or well-being.

Best wishes for a rewarding and fun experience. Welcome to the United States!

Sincerely,

Robin J. Lerner  
Deputy Assistant Secretary  
for Private Sector Exchange



U.S. DEPARTMENT OF STATE  
BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS

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# DOS Host Family Letter



United States Department of State

*Bureau of Educational and  
Cultural Affairs*

Washington, D.C. 20522

[www.state.gov](http://www.state.gov)

May 18, 2012

Dear American Host Family,

On behalf of the U.S. Department of State, I welcome your decision to host a Secondary School Student exchange participant. This is a unique opportunity for you to experience first-hand the richness and diversity of a culture different from your own. Through this program, you are among thousands of American families who volunteer to serve as citizen ambassadors of the United States.

Secondary School Student programs have been a part of U.S. public diplomacy efforts since 1949. Approximately 30,000 secondary school students from around the world participate in this program each year. The good will of American host families in opening their homes to these young international visitors is essential to the success of this program. Thank you!

The health, safety, and well-being of the young people who participate in this program are, collectively, our highest priority. A host family has many responsibilities, the most important of which is the care and well-being of a young person from a foreign country for an academic semester or academic year. The foreign student is a guest in your home and in our country and you may be the first "real Americans" this young person encounters. How you interact with this student will create a powerful image about our country and its people.

I hope this will be a positive and rewarding experience for you and the exchange student. It is extremely important that you notify your sponsoring organization if you have any concerns or if the student's personal health, safety, or well-being is threatened in any way. If the sponsoring organization is not responsive to your concerns, you should contact the Department of State directly at our toll free number (1-866-283-9090) that has been established for this purpose. In addition, your sponsoring organization will provide your student with an identification card, which lists your address and telephone numbers, a telephone number which affords immediate contact with the program sponsor, the program sponsor's organizational representative, and the U.S. Department of State's toll free phone number and email address ([jvisas@state.gov](mailto:jvisas@state.gov)). The exchange student should keep this card with him/her at all times and contact us if they have any concerns about their health, safety, or well-being.

The U.S. Department of State is deeply appreciative of your kindness and generosity in making this educational and cultural experience possible.

Sincerely,

Robin J. Lerner  
Deputy Assistant Secretary  
for Private Sector Exchange



# Sponsor Reporting

- ❑ Placement Report – August 31, January 15
- ❑ Change of Placement Report – July 31
- ❑ Annual Report – July 31
- ❑ Allotment Requests – Summer
  - Expansion – June 30
- ❑ Re-designation – Every 2 years
- ❑ Incidents



# Annual Report

- Fill out the report in full. You must fill out the narrative portion:
  1. Provide a brief summary of the activities in which exchange visitors were engaged, including an evaluation of program effectiveness. What new directions, trends or significant changes occurred in your program during this reporting period? Are you planning to implement any new initiatives in the upcoming year?
  2. Describe the nature and extent of reciprocity occurring in the sponsor's exchange visitor program during the reporting year. If none, state why.
  3. Provide a summary of the cross-cultural activities provided for its exchange visitors during the reporting year.
  4. What difficulties are you having that are working against the quality and quantity of exchanges during the reporting year. If none, state: none.
  5. Identify the number of staff (full and part-time) used in the administration of your exchange visitor program. Examples: Private sector entities should include, local and regional representatives, independent contractors, third parties, foreign agents.
  6. Other comments.



# Allotment Requests

- ❑ SEVIS Action
- ❑ Continuing Allotment: enter into SEVIS planned participant level for following year. Can be up to allotment ceiling.
  - DOS Calculation: Request # - Remainder– Initials for following year
    - ❑  $300 - 25 \text{ FY } 12/13 - 15 \text{ Initial FY } 13/14 = 260$  forms released
- ❑ Expansion – up to 10% increase per year.
  - Request in SEVIS and send separately:
    - ❑ Narrative Explanation
    - ❑ Financial Audit
- ❑ Aim for early estimate...



## Report Incidents Quickly § 62.25 n (1)

- ⊙ Sponsors **must immediately report** to DOS any incident involving the actual or alleged:
  - sexual exploitation
  - other allegations of abuse or neglect
- ⊙ Sponsors must report allegations as required by local/state law.
- ⊙ Failure to report to DOS and as required to local law enforcement can lead to suspension and revocation of the sponsor's designation



# Reporting – Time Requirements

- Incident Reports
  - Sexual abuse
  - Unsafe housing conditions
  - Student Acting Out Dangerously
  - Tell us quickly, even w/o all details
    - Within 24 hours
- DOS Concerns
  - Health, Safety, Welfare
  - Potential Notoriety of Department
- Asking for Documents, etc.
  - Help us to help you
    - Provide Documents
    - Answer Questions
- Improving Our System
  - Templates, SOPs, etc.
  - Looking for suggestions



# Student Contact & Reporting

- Monthly Contact (floor, not ceiling)
  - Ongoing contact keeps students safe
- Monthly Progress reports
  - Central Office Sees Big Picture, asks questions
- When Incidents do occur...
  - Trail of information in monthly reports
  - Shows DOS level of sponsor effort and compliance





# Training Module

LCs/Counselors are the critical link to a successful exchange program

- serve as representatives of the sponsors
- have responsibility for obtaining school enrollment
- locating and recruiting host families
- responsible for monitoring the student and the host family

DOS ensuring representatives know regulatory requirements

- The certification program was proposed to ensure that this aspect of training was uniform
- All Sponsor officials, local/regional coordinators received the training.



## **Regulatory Requirement § 62.25 d (1)**

In addition to their own training, sponsors must ensure that all LCs/Counselors complete the DOS training module prior to their appointment as a LC/Counselor or assumption of duties.

DOS training will include

- instruction designed to provide a comprehensive understanding of the Exchange Visitor Program
- its public diplomacy objectives
- the Secondary School Student category regulations.

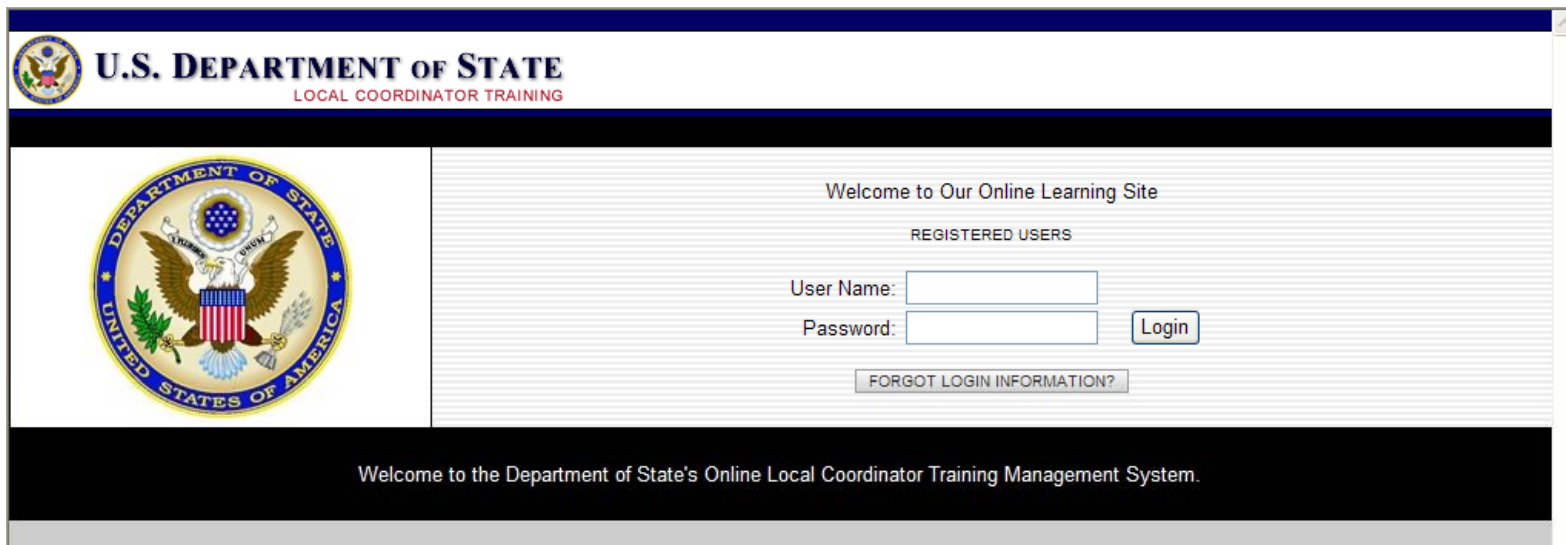
Sponsors must demonstrate the local coordinator's/ counselor's successful completion of training requirements and that annual refresher training is successfully completed.



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<https://doslocalcoordinatortraining.traincaster.com/app/Login.pm>



The screenshot shows a web browser window displaying the login page for the U.S. Department of State's Online Local Coordinator Training Management System. The page features the Department of State seal on the left and a login form on the right. The form includes fields for 'User Name' and 'Password', a 'Login' button, and a 'FORGOT LOGIN INFORMATION?' link. The page is titled 'U.S. DEPARTMENT OF STATE LOCAL COORDINATOR TRAINING' and includes a welcome message: 'Welcome to Our Online Learning Site'.

U.S. DEPARTMENT OF STATE  
LOCAL COORDINATOR TRAINING

DEPARTMENT OF STATE  
UNITED STATES OF AMERICA

Welcome to Our Online Learning Site

REGISTERED USERS

User Name:

Password:

Welcome to the Department of State's Online Local Coordinator Training Management System.



## DOS Program Audit - Tentative

- Subpart A Release – Spring...?
- First cycle for August 2014
  - Alternate sponsors reviews on 2 year cycle
- Inform 50% of sponsors August 2013
  - Sponsor works with external auditor
    - CSIET Involvement
  - DOS Review



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# Final Questions & Contact

[alexanderjt@state.gov](mailto:alexanderjt@state.gov)