D5010 Policy & Procedure for Vetting Host Families
8/2018

Policy:

D5010 adheres to RI and DOS rules regarding vetting of host families, for the safety of our students. Families must be fully vetted before they get student files, and (for subsequent families) before the student moves in. Host families must be in "approved" status while hosting students.

Procedure:

Vetting a family who has hosted previously

Returning families must have current applications, background checks, and a new Host Family Interview and a NEW Host Family Orientation for EACH student they host.   Current means less than one year old.

For a first host family, the vetting must be complete when the Guarantee Form is submitted AND must be fully vetted before the student moves in.

For subsequent families, the vetting must be complete before the student moves in.

Background checks must be kept current at all times.

Go to the YEAH hub to check the family's status. Note: if you, the YEO are not comfortable in the YEAH hub, ask your Area Coordinator to check for you or to provide you with training.

If the status is anything other than "approved", it needs to be fixed.   Consult with your Area Coordinator.

To update an "expired" application, send the family a link to update their application.   In the Host Family Detail tab, click on the Host Family Options drop-down menu. Choose Send HF Application by email.

The family will get a link to their application. They need to review and update the data, and click "submit application". This will trigger the needed reference checks.

To update background checks, go to the "Approval Process" tab, and the Host Family Options tab in the upper left hand corner. Select "Submit family for Intellicorp CBCs"

Everyone in the home that is 18 or older will receive a link in their email for background checks. Please advise the family to check their email (and spam filter). The CBC link expires in 72 hours, so advise them to act on this promptly.

It is not necessary to update the Youth Protection Awareness training, but if one of the children has turned 18 since they previously hosted, that person must complete the training.

Vetting a new host family

The first step is to send an email with text to the family. It lets them know what to expect when they start their online application and also provides a direct link.

Thank you for your interest in hosting an exchange student!

The host family application is completed online. The link to the application, below, enables you to access our online tool to start the process.

http://yehub.net/W01-hfapp

Remember to SUBMIT the application when complete.

There are 9 sections. You can do it all at once or in parts, saving each part as you proceed to the next one. You can go back and change previous pages that have been saved.

Here is the information you will need to provide:

Section 1: personal information on each parent - name, contact information, background and profession.

Section 2: information about children in the family and anyone else living in the home. The system relies on separate email addresses for all those 18 and over for the required Background Checks and Youth Protection Awareness training. It also asks about family interests and languages spoken in the home.

Section 3: information about the home, including the address, a general description, the student's room and pets.

Section 4: questions about the school the student will attend and the community.

Section 5: family preferences on gender of student, dietary restrictions, religious practice, expectations for student responsibilities and behavior.

Section 6: asks a variety of general questions.

Section 7: names and contact information for two references. Note that relatives may not be used as references and only one reference can be a Rotarian.

Section 8: photos of the home and family that you take and upload. Photos of the home include the exterior, living room, kitchen, student bedroom, and bathroom.

Section 9: the final section is the consent and agreement and electronic signatures.

All sections must be completed and the application signed electronically before it can be submitted.

Feel free to contact us or your local Youth Exchange Officer for additional information.

Thanks for your interest in Rotary Youth Exchange.

It's helpful to send a link from the system as well, either from the hub or portal or using the YE 5010 website.

1. In the YEAH hub, go to the Utilities Tab, Program Links, choose Send Host Family Application.

2. In the YEAH portal, go to Library Documents, view Host Family App Instructions. Copy/paste the link into an email and send it to the family.

3. On our website in the YEO Administration section, scroll down to Application Links to Host Family Application.

Click on "send link to prospective family", copy the full text to your clipboard, then paste it in an email.

Any of the above will send the link to the prospective family member to start the process.

The YEAH system is not fully automated. Please ADVISE your Area Coordinator of the name of the potential host family so the vetting can proceed smoothly.

When the host family submits their application, the A/C needs to process it. Once approved, the family will begin to get emails from the system.

If the YEO is comfortable in the YEAH Hub, he/she can do the following. If not, the Area Coordinator should take these steps.

Go to the host family application. In the "Approval Process" tab, go to the Host Family Options tab in the upper left hand corner. Select "register for NAYEN training" and choose Youth Protection Awareness.

YEAH will send background check links automatically to new host families. Everyone in the home that is 18 or older will receive a link in their email for the training and background check. Please advise the family to check their email (and spam filter). The CBC link expires in 48 hours, so that should be done immediately.

When the references come in, the YEO and A/C will receive an email prompting them to process the reference. When reviewing, remember that references cannot be relatives and only 1 reference can be a Rotarian. (the point is to get reasonably unbiased references)

Our Admin Assistant will process the background checks.

The YEO needs to complete a home visit/interview with all family members present. This can be done at any time, but if it is done BEFORE the background checks and training is COMPLETE, the yeo may NOT SHARE "personally identifying information" from the student application. This is a State Department rule. Letters, photos and a general description of the student may be shared.

Topics to cover at the interview:
- Answer any questions the family has about hosting
- What is Rotary
- Role of YEO & Counselor, Club
- Family responsibilities – provide lodging, food, and transportation for the student, as well as appropriate supervision.
- Who pays for what – student on the hook for his/her personal expenses.
- Rotary events that the student must attend – Fall, Winter, Spring Orientations. Club meetings and service projects.
- What to do in an emergency
- Medical insurance / treatment.
- http://ye5010.org/ParentsAndHostFamilies/HandbookTips has some great information for host families.
- Will anyone turn 18 while hosting? That person will need a background check and Youth Protection Awareness Training.
- The Host Family Presentation at http://ye5010.org/YEOAdministration/RequiredForms is a good tool to use.

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The Interview form will ask the YEO to evaluate:
    Family understanding of RYE program rules
    Family lifestyle appropriateness for hosting
    Family work hours conducive to hosting
    Comfort level of family during conversation
    Living conditions for student
    How supportive is family of hosting
    Safety of neighborhood
    Acceptance of host sibling(s), if any
    Student's bedroom/living quarters
    Overall appropriateness of this family/home as a potential host family

After the background checks, training, and host family interview are complete and approved, the system sends an email with the Host Family Orientation form.

This form must be reviewed with the family and signed by the host parents & YEO. **At this point the student application can be shared.**   The YEO should also provide the family with medical insurance information and forms, available at http://ye5010.org/Student/Insurance

The Orientation form has a very comprehensive list of topics to cover:

- Rotary organization, youth exchange program
- First night questions (online at http://yeoresources.org/first_night_questions.htm)
- Rotary Club and Rotary Counselor's roles
- Rotary activities (district and club)
- How to respond to a problem
- Rotary resource persons
- Medical, liability and dental insurance
- Passport
- Airline Ticket
- Money
- Employment
- School (academic expectations, etc.)
- Dress Codes (School and social occasions)
- School lunches
- Financial obligations
- Student's place in the family
- Religion
- Customs and mores of student's home country
- Local transportation
- District Travel policy
- Drinking, Drugs, Driving, "Dating"
- Body decorations (Piercing, tattoos, etc.)
- Smoking

- "Downloading"
- Internet/computer policy
- Phone/Text message policy
- Notification of material changes (family must inform YEO of changes in address, work, arrests)
- Hosting "Best Practices"
- Strategies for cross-cultural interaction
- Post hosting evaluation (will be emailed to family after the student moves out)

Section 3 – Check items received by the host family

- Host Family Handbook and/or Guidelines – available at
  https://my.rotary.org/en/document/youth-exchange-guide-host-families
- Copy of the student's application
- Calendar of student activities
- Rotary District Rules and Conditions of Exchange (part of the student application)
- Contact information for club and district youth exchange volunteers (YEO needs to provide this)
- Letter to Host Family from USA State Department (YEAH sends automatically)
- Copy of USA State Department Exchange Visitor Program Regulations (YEAH sends automatically)
- Travel permission from Natural Parents (5010 policy is for parents to inform YEO of all travel. YEO the refers to the Inbound Travel policy on ye5010.org and asks for additional information/approvals as specified in the policy.)

If scheduling two visits is challenging, it is possible to complete the home visit, submit the report, and move on to the host family orientation. The YEO will need to coordinate with their Area Coordinator to get the Host Family Orientation form to use.

Remember:
- **THE FAMILY MUST BE COMPLETELY VETTED BEFORE THEY GET THE STUDENT FILE.**
- **THE FAMILY MUST BE COMPLETELY VETTED BEFORE THE STUDENT MOVES IN**.

Again, US Dept. of State rules we must adhere to for the safety of our students and the integrity of our youth exchange program.