


U.S. Department of State
 Bureau of Educational and Cultural Affairs
 Office of Private Sector Exchange


**North American
 Youth Exchange Network
 Conference**

February 19-20, 2014



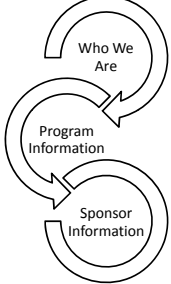
ECA/EC

Secondary School Student Program



Department of State


Outline



- Who We Are
- Sponsor Meeting
- Subpart A
- Management Reviews
- Category Review
- SSSP Updates from Office of Designation
- Incidents and Complaints
- Current Projects
- Best Practices

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Secondary School Student Program




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History & Importance of Secondary School Exchanges

- Post WWII
 - U.S. Information & Educational Exchange Act (1948)
 - 22 CFR Part 62 (1949)
 - Fulbright-Hays Act (1961)
- Cold War to Present
 - Soft diplomacy through people-to-people exchanges
 - Secondary school is key exchange program

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Facts and Figures


- 78 Secondary School Student Program Sponsors
- Approximately 26,000 J-1 high school exchange students arrive in the U.S. each year.
- The Secondary School Student Program is one of 15 J-1 visa categories including Au Pair, Camp Counselor, College and University Student, Government Visitor, Intern, International Visitor, Physician, Professor, Research Scholar, Short-Term Scholar, Specialist, Summer Work Travel, Teacher, and Trainee. There are over 1400 sponsors.
- Every month you can find more than 170,000 exchange visitors in the United States, working, studying or teaching through the J-1 Visa Program.
- The Exchange Visitor Program fosters global understanding through educational and cultural exchanges. All exchange visitors are expected to return to their home country upon completion of their program in order to share their exchange experiences.

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Private Sector Exchange Reorganization 2013

Secondary School Student Program

- Front Office – Policy Unit
- Compliance
- Designation
- Program Administration



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Private Sector Exchange

Robin J. Lerner
Deputy Assistant Secretary
for Private Sector
Exchange

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Deputy Assistant Secretary  
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Exchange] --> B[Policy Program &  
Support Unit  
(ECA/EC/FO/P)]
      A --> C[Office of Private  
Sector Designation  
(ECA/EC/D)]
      A --> D[Office of Private  
Sector Exchange  
Administration  
(ECA/EC/OPA)]
      A --> E[Office of Exchange  
Coordination &  
Compliance  
(ECA/EC/ECC)]
      C --> F[Private Sector  
Programs Division  
(ECA/EC/D/PS)]
      F --> G[Academic &  
Government  
Programs Division  
(ECA/EC/D/AG)]
    
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Office of Designation Roles and Responsibilities

Secondary School Student Program

The Office of Designation focuses on the following in the management of the program:

- Designations and redesignations
- Stakeholder outreach
- Allotment and expansion requests
- Collecting and analyzing reports
- Updating SEVIS (add officials, reinstatements, etc.)
- Best practices, program highlights
- Answering your questions regarding 22 CFR Part 62 and guidance directives
- DesignationSSSP@state.gov – please include your program number (P-3 #)




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SSSP Sponsor Meeting


Secondary School Student Program


- January 12, 2015
- Half of the 78 SSSP sponsors attended
- Department of Homeland Security and Department of Education participated
- Discussed a variety of issues
- Notes sent to sponsors on 2/18/2015






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ECA/EC	<h2>J-1 and F-1 Programs</h2>  
Secondary School Student Program	<ul style="list-style-type: none">• Concerns for the future of the J-1 program• Intra-agency meetings to initiate in-depth dialogue about J-1 and F-1 programs• Sponsor suggestions and comments
 Department of State	


ECA/EC	<h2>Subpart A</h2>
Secondary School Student Program	<ul style="list-style-type: none">• Effective date: January 5, 2015• New health insurance amounts effective date: May 15, 2015• Comments collected and being analyzed• Anticipated spring re-publication of a "Final Final" Subpart A
 Department of State	


ECA/EC	<h2>Subpart A - Major Changes</h2>
Secondary School Student Program	<ul style="list-style-type: none">• Updated definitions• Updated designation and redesignation procedures• Requirements for ROs and AROs• English language proficiency• Pre-arrival information• Cross-cultural activity• Monitoring• Insurance• Third parties• Management Reviews
 Department of State	


ECA/EC	<h2>Subpart A – ROs and AROs</h2>
Secondary School Student Program	<ul style="list-style-type: none">• ROs/AROs must be employees of sponsor• Upon written sponsor request, the Department may authorize the appointment of an individual who is not an employee or officer to serve as an ARO• CBCs now required of all AROs and ROs• Replacement of ROs/AROs within 10 calendar days
 Department of State	


<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h3 style="text-align: center;">Subpart A – Redesignation</h3> <ul style="list-style-type: none"> • No more than 6 months and no fewer than 3 months before the designation expiration date • Form DS-3036 • Confirmation of payment • Financial statements • Board of directors list or equivalent • Form 990 • CBC statement
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<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h3 style="text-align: center;">Subpart A – English Language Proficiency</h3> <p>Per 22 CFR §62.10 sponsors have three options to verify an applicant's English language proficiency:</p> <ul style="list-style-type: none"> • a recognized English language test, • by signed documentation from an academic institution or English language school, or • through a documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option
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<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h3 style="text-align: center;">Subpart A – Insurance</h3> <p>Increase in medical benefits:</p> <ul style="list-style-type: none"> • Medical benefits of at least \$100,000 per accident or illness; up from \$50,000 • Repatriation of remains in the amount of \$25,000; up from \$7500 • Expenses associated with the medical evacuation of EVs at \$50,000, up from \$10,000 • Deductibles not to exceed \$500 per accident or illness <p>Goes into effect May 15, 2015</p>
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<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h3 style="text-align: center;">Subpart A – Management Reviews</h3> <ul style="list-style-type: none"> • Per 22 CFR 62.15 management reviews are now required • Review is intended to cover sponsor's internal controls and operating procedures according to Department guidance • Management Review Timing – refer to January 9, 2015 email
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<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h3>Subpart A – Management Reviews</h3> <ul style="list-style-type: none"> •Yearly management reviews will be required from sponsors whose annual allotment is for 101 or more secondary school students per year in the academic year for which the review is conducted •Biennial reviews (every two years) will be required for that program year for sponsors whose annual allotment is between 20 and 100 secondary school students •No review: The Department will not currently require management reviews for sponsors whose annual allotment is for fewer than 20 secondary school students
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<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h3>Category Review (CR)</h3> <ul style="list-style-type: none"> • A CR is generalized review of the category by assembling information and data about the category from a variety of sources and making analysis of this information • A CR is non-punitive and has the purpose of learning as much as possible about a J-1 particular category -- its strengths, weaknesses, opportunities, and challenges, as well as areas for regulatory change • The Office of Private Sector Exchange is planning to conduct between February and July 2015 under the auspices of its Policy and Program Support Unit and welcomes sponsor suggestions about issues sponsors feel are important to the category and methods for best studying the category. Send suggestions to JExchanges@state.gov.
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<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h3>SSSP Required Reports</h3> <ul style="list-style-type: none"> • Annual Report: Academic Year, July 31 • Placement Report: August 31 and January 15 • Change of Placement Report: July 31
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<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h3>Allotment and Expansion Requests</h3> <ul style="list-style-type: none"> • Allotment level versus participant level • Expansion requests must include: <ul style="list-style-type: none"> – the source of program growth, – staff increases, – confirmation of adequately trained employees, – noted programmatic successes, – current financial information, – additional overseas affiliates, – additional third party entities, – explanations of how the sponsor will accommodate the anticipated program growth, and – any other information requested by the Department • Combining Rotary Districts
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Reinstatements

Secondary School Student Program

- 22 CFR §62.45 *Reinstatement to valid program status*
- An exchange visitor's status in SEVIS must be accurate. An incorrect status may have adverse, or negative, effect on the Exchange Visitor's record
- Supporting documentation for a reinstatement request includes:
 - An official request/cover letter on letterhead asking for reinstatement with an explanation of what has occurred
 - A copy of the Pay.gov receipt - S 367
 - A copy of the DS-2019 form (stamped with the initial date of entry)
 - A copy of the I-94 form
 - A copy of the Visa page
 - A Copy of Photo page of passport
 - Evidence that the SEVIS I-901 Fee has been paid
- For additional guidance refer to SEVIS manual on the J1visa.state.gov or contact DesignationSSSP@state.gov for assistance




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Pay.gov

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- Pay.gov is a secure, government-wide financial management transaction portal
- Private versus Public Forms
- "Exchange Visitor Program Designation (EVPD)" versus "Exchange Visitor Program (EVP)"
- Pay.gov accounts require your name, address, phone number, email address
- Log into the Pay.gov website every six months to maintain access to their Pay.gov account




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J1Visa.State.gov

Secondary School Student Program



Online Resources: Exchange Visitor Regulations, Guidance Directives, SEVIS Manuals, Advisory Letters, How to Administer a Program



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**Office of Designation
Secondary School Student Program**


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✉ DesignationSSSP@state.gov

☎ (202) 203-7807

*Call or email with any questions
Submit documents electronically
Please note your P-3 number in your correspondence*




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Office of Private Sector Exchange Administration Roles and Responsibilities

The Office of Private Sector Exchange Administration monitors the administration of the exchange program. Functions include:

- Incidents and Complaints
 - Investigating incidents and complaints received
 - Working with sponsors to resolve
 - Requesting pertinent documents
- Improving program health, safety, and welfare
- Trend Analysis
- Monitoring and site visits
 - Investigate incidents on-site
- Presenting at Conferences and Meetings
- Local Coordinator Certification



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Office of Private Sector Exchange Administration Goals and Objectives

Advance public diplomacy

Monitor the health, safety, and welfare of program participants

Protect the public reputation of the program and Department

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Reporting Incidents and Complaints


What to report:

- Sponsors must immediately report to OPA incidents involving actual or alleged misconduct, abuse, or neglect.
- Sponsors must report allegations to the authorities as required by local/ state law.
- Failure to report to OPA and as required to local authorities can lead to suspension and revocation of the sponsors designation.

How to report:

- Incident Report
 - Within 24 hours
- Documentation
 - Applications
 - Background Check
 - References
 - Monthly Reports
- Email : HighSchoolExchanges@State.gov

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Secondary Student Category Incident Report

A. REPORTER INFORMATION	
Date	Sponsor Name
Phone	Program Number
Email	Telephone #
B. PARTICIPANT INFORMATION	
CV Last Name	CV First Name
US/ID Number	Country
DOB	Program Class
Overseas Partner	Original Sponsor
Host Family Name & Address	Exchange Sponsor
Host Family Phone	Program Sponsor
Other Parties (Name, Address, Phone)	
C. SUMMARY	
Nature of Incident	Date of Occurrence
	Date of Reporting to OPA
D. ACTION TAKEN	
E. NEXT STEPS / PROPOSED SOLUTION	
F. UPDATE (please number and date each update submitted)	

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Current Projects

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Incident Reporting Rubric

- During academic year 2013/14, only 53% of designated sponsors reported an incident to OPA.
- OPA is producing a rubric to help sponsors know what and when incidents to OPA. The rubric will be a simple reference that outlines what is expected within the guidelines of the program. OPA is releasing the reporting rubric to sponsors this spring.
- OPA randomly selected a group of 10-15 sponsors to provide commentary on the draft reporting rubric. The selected group consists of sponsors of various sizes, geographic locations, and management models.

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Guidance Directives/ Best Practices I

- Sexual Misconduct
 - Hot Button Issue – Safety and Attention
 - Departmental Statement on this issue, how to address and report, and resources
- Sources of information
 - Sponsor Documents
 - US governmental agencies
 - Advocacy organizations
- Randomized Selection of Sponsors


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Guidance Directives/Best Practices II


- Mental Health
 - Many reported incidents that involve mental health
 - Sponsors’ policies lack information on mental health
 - Students are frequently sent home
 - Past issues not disclosed on application
 - Meeting with mental health experts to provide resources and best practices for sponsors.
 - Will work directly with a random selected group of sponsors for input


<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h2 style="text-align: center;">Criminal Background Check (CBC)</h2> <ul style="list-style-type: none"> • Weaknesses in host family vetting process <ul style="list-style-type: none"> – Gaps in coverage – State definitions of criminal offenses may vary – Inconsistent reviews of CBCs by sponsors – CBCs do not show dismissed charges • Instant CBC vs. county-level search <ul style="list-style-type: none"> – Comparative advantages and disadvantages – Sponsors' use of these searches vary • Working with partners—Alliance and CSIET—to: <ul style="list-style-type: none"> – Increase coverage and depth of CBCs – Create consistent standard to assess CBC hits – talk to the associations..... Recently released!
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<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h2 style="text-align: center;">Case Management System</h2> <ul style="list-style-type: none"> • Data Storage: One stop shop <ul style="list-style-type: none"> • Incidents and Complaints...and more • Migrated all previous data • Phase 1: We enter cases manually • Phase 2: Sponsors will submit Incidents through online portal
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<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h2 style="text-align: center;">Best Practices: Sponsor Policies</h2> <ul style="list-style-type: none"> • Host Family Code of Conduct • Cultural Differences in Expressing Affection • Case Studies of hypothetical scenarios • Exchange Student Rights and Responsibilities • Clear Sexual Misconduct Information and Guidelines • Information on Mental Health
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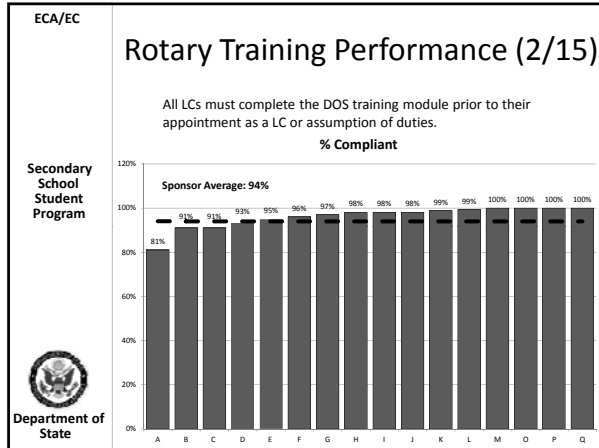
<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h2 style="text-align: center;">Program Concerns</h2> <ul style="list-style-type: none"> • Screening of Host Families • Documenting Student Contact • Mandated Sponsor Training
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<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h2>Screening of Host Families</h2> <ul style="list-style-type: none"> • Quality of the household <ul style="list-style-type: none"> – Substandard homes <ul style="list-style-type: none"> • Assessments of pictures taken by LC of host home – Low incomes <ul style="list-style-type: none"> • Understand varying costs of living – Food/housing subsidies – Placing two EVs, where one should be maximum
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<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h2>Host Family Screening Best Practices</h2> <ul style="list-style-type: none"> • Ask about family's hosting history; check with previous sponsors if family still eligible to host • Consider compatibility factors; good match is key to positive experience • Think: Would you want your own child there? <ul style="list-style-type: none"> – Would you advertise home on your website?
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<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h2>Documenting Student Contact</h2> <ul style="list-style-type: none"> • Monthly Contact <ul style="list-style-type: none"> – Ongoing contact keeps students safe • Monthly Progress Reports <ul style="list-style-type: none"> – Make substantive comments – Central office sees big picture, asks questions • When Incidents do occur... <ul style="list-style-type: none"> – Trail of information in monthly reports – Demonstrates sponsor effort and compliance • Question on Second Visits
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<p>ECA/EC</p> <p>Secondary School Student Program</p>  <p>Department of State</p>	<h2>Documentation Best Practices</h2> <ul style="list-style-type: none"> • Document behavioral issues and corrective action taken • Keep records of serious cases of abuse on file indefinitely
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Office of Private Sector Exchange Administration


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Secondary School Student Program

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- Call or email with any questions
- Send your documents electronically



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