



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

Connecting People, Creating Understanding

U.S. DEPARTMENT OF STATE

**North American Youth Exchange Network
Cancun, Mexico**

March 8, 2014

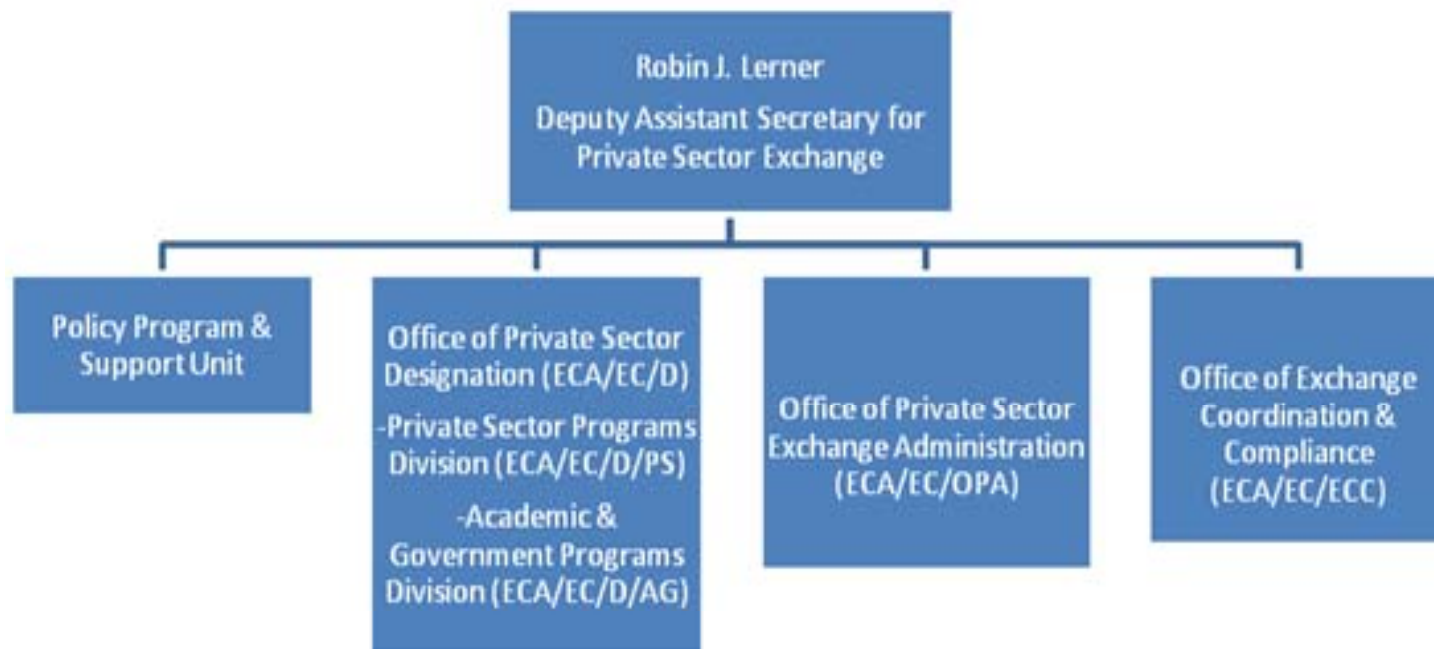


Importance of HS Exchanges

- Post WWII
 - U.S. Information & Educational Exchange Act (1948)
 - 22 CFR Part 62 – July 22, 1949
 - Fulbright-Hays Act – 1961
 - Hundreds of programs
 - Around 900,000 participants – High School
- Cold War and Public Diplomacy and Onward
 - Human relations make the best diplomacy
 - High school program is key...
- You make the program....



Recent Changes



New Office, New Location, New Staff



Office of Designation, Private Sector Programs

The Office of Designation focuses on the regular processes of managing the program. Functions include:

- Designations and Re-designations
- Stakeholder Outreach -Training
- Allotment/Expansion Requests
- Collecting and Analyzing Reports
 - Annual Report
 - Placement Report
 - Change of Placement Report
 - Financial Year End Reviews
- Updating SEVIS
 - Adding Officials
 - Reinstatements
 - Data Fixes
- “Good news” stories, best practices
- Explaining the regulations – contact Designation with any questions





Getting it in...and on time!

A Rotary Dilemma

- Allotments – Have you received 2014/15 Forms?
 - Must request, turn in annual report

- Placement Report – **Follow the template**

- Any questions? Contact Lale and team
 - Regulatory and procedural questions
 - Face-to-face training



Office of Designation, Private Sector Programs
Secondary School Student Program Analysts

Lale Kuyumcu
Program Analyst

Victoria Cwyk
Junior Analyst

- Reach us at DesignationSSSP@state.gov.
- Call or email with any questions.
- Send your documents electronically.



Secondary School Student Program Office of Program Administration (OPA)

- James Alexander – Lead Program Analyst
- Brandi Duffy – Program Analyst
- Joele Theagene – Program Analyst



Role of OPA

- Investigate incidents and complaints
 - Work with Sponsors to resolve
 - Request documents from Sponsors (host family application, CBC, references, monthly contact reports, student application, police report)
 - Issue Letters of Concern if necessary
- Analyze the amount and types of incidents and complaints
- Conduct on site reviews and visits
 - Travel to sponsor locations
 - Investigate incidents on site
- Attend Conferences/Meetings
- Oversee Local Coordinator Certification



Key OPA Interests

- Health, Safety, Welfare
 - #1 Concern

- Potential public reputation of Department
 - Notoriety and Disrepute

- Presentation based on these interests
 - Incident Reporting
 - Current Projects
 - Program Cycle



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
 - If Reporting to RI, Report to Us
- Asking for Documents, etc.
 - Help us to help you
 - Provide Documents in a timely fashion
 - Answer Questions in a timely fashion
- Improving Our System
 - Templates, SOPs, etc.
 - More people more tools



Key Issue of Note: Mental Health

- Mental Health Issues – Coming Guidance (Brandi)
 - Depression
 - Eating Disorders
 - Cutting
 - History of mental health issues disclosed at time of incident
 - Student's program ends
- Student's Application
 - Previous mental health issues not disclosed
 - Only one question required regarding mental health
 - Parents are not forthcoming or partners mislead
 - Cultural



Current Projects

- Reporting Rubric (Brandi)
 - A general guideline for reporting incidents to the Department of State
- Reporting to the Authorities: Sexual Incidents (Joele)
 - Guidance Directive
- Case Management System (CMS)
 - Web-based system
 - Sponsor interface
 - Data Analysis and Reporting Functions
- Sponsor Outreach – Incidents & Complaints (Brandi)
- Criminal Background Checks (James & Brandi)



Timeless Issues in the Program Cycle

- ❑ Advertising and Promotion
- ❑ Screening
- ❑ Documentation
- ❑ Student Contact & Reporting
- ❑ Training



Out of the Blue: The Audit

- CSIET Giving up Audit Function effective July 1
- Department of State to Oversee New Audit
 - Working with OMB on taking over function
 - Still Designing function
- Implementation Date: TBD



Advertising & Promotion: Host Family Recruitment

Sponsors must:

- (1) Utilize only materials that professionally, ethically, and accurately reflect the sponsor's purposes and activities
- (2) Publicizing the need for host families via public media:
 - Must be sufficiently in advance of the exchange student's arrival
 - Must not appeal to public pity or guilt if a host family is not found
 - Must not show photos of individual exchange students
- (3) Not compromise the privacy, safety or security of participants, families, or schools. Sponsors shall not
 - include personal student data
 - provide contact information
 - show photographs of prospective students
- (4) Access to exchange student photos and PII:
 - Only for fully vetted potential host families.
 - Password protect online information



Pre-Screening I: Promotion Limits

- No...
 - Personally Identifiable Information (PII)
 - Pictures of prospective students
 - Full Name
 - Identification #s (passport, etc.)
 - Combination of information
 - Full name
 - Country
 - Home town
 - Parents' names
 - Parents' professions
- Guidance Directive 2012-04 (May 17, 2012)
 - <http://j1visa.state.gov/sponsors/current/regulations-compliance/>



Host Family Screening

- 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?



DOS and Sponsor Training

- 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 or assumption of duties. DOS training will include:
 - Instruction designed to provide a comprehensive understanding of the Exchange Visitor Program
 - Secondary School Student category regulations.
 - Public diplomacy objectives
- LCs/Counselors/Others – close link to the student’s program. Should know the regulations to protect the students
- DOS Sponsors must demonstrate the local coordinator's successful completion of training requirements and that annual refresher training is successfully completed.



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Future of the Secondary School Program

- ❑ Firm Commitment to the Program
- ❑ Expanding staff : OPA – 2 to 3 to 5....
- ❑ Sponsor visits
- ❑ Conferences/Meeting
- ❑ **Spring Sponsor Meeting – April/May???**
 - ❑ Washington, DC



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THANK YOU

Any (More) Questions?

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