COWBOY COUNTRY ROTARY YOUTH EXCHANGE
ROTARY INTERNATIONAL DISTRICT 5440
Long-Term Youth Exchange

Changing Host Families

The following steps must be completed before moving a student to a new host family. The related documents are available on the district web site http://rotary5440.org/SitePage/host-family-information

Approved volunteers can access the YEAH portal at http://yehub.net/CBY-portal or by accesing the Rotary YEO Portal app.

This will provide access to information about the host family and the inbound student. Some YEOs get confused looking for features in the wrong place (e.g., looking under the host family to enter the move which is done under the student or looking under the student record to find the buttons to enter home visit reports on the host family). If you are having trouble finding something please look under both the student record and the host family record.

Get host family application approved

- Ask Host families to apply online at http://yehub.net/CBY-hfapp

- If families have hosted in the 2014-15 exchange year or later they should have entered an application into the YEAH system. If that is the case they can simply review and update any information without having to enter an entirely new application. They simply select "Renew or continue my application" on the first screen, enter their email address and the system will email them a link to review and update their application. If they have any problems we can change the email associated with their account which should allow them in with this method.

- Remind families to ask their 3 references to watch for an email from the system and they may need to check their spam/junk mail folder.

- Background checks on everyone living in the house age 18 and over. This is done through Sterling Volunteers and the host family will receive application instructions by email when they submit their host family application in YEAH. The club YEO has to provide the host families the club ID and good deed codes before they can apply for their background check. They will receive a confirmation email when their application is submitted and when their check has cleared. Be sure to provide Level 3 codes to first time families and Level 2 to returning families (see background check instructions for more details).

- You can check on the status of an application in the YEAH portal or Rotary YEO Portal app. When it is approved the YEO and country representative are copied on an approval email that is sent to the host family. If you have questions about the status of a host family application contact Dirk Miller (dirkdmiller@gmail.com).

- This process can take several weeks to complete so be sure to allow plenty of time before the student moves in. If it is the first host family this must all be completed in the spring so the student can get the papers they need to obtain their Visa for entry into the U.S. We need those to be completed in May so please start in March or April with your first host family.

Complete Host Family Orientation and enter report in YEAH

- You need to do an interview and orientation with the entire family (orientation document on district web site at link above and is emailed to YEO).

- Once that is completed you need to go into the YEAH portal or Rotary YEO app and enter the "Host Family Interview/Home Visit Report". In the portal, select Host Families and the specific family; there will be a button at the bottom of the page. It is a pretty simple report. If you haven't done this report before it helps to go into YEAH and look at that report before you go visit so that you know the questions you will be responding to.

Approval from Country Representative to move student

- Once you think all the requirements have been met ask the Country Representative for approval to move the student.

- The Country Representative must review the records for the family and approve the host family.

- The student can move AFTER the YEO receives approval from the Country Representative.

Enter the move in YEAH.

- Go to Inbound Students, select your student, go to the bottom of the screen and select "Submit Host Family Change Report".
- After you have selected the new host family also select "Print Temporary ID Card" and provide a copy to the student. Instruct them to keep that with them. The student will have the ID card emailed to them but you should provide a hard copy so they have it.

Once the student moves you also need to submit a change of address with the Department of State.

- The Change of Address must be filed within ten days after a student moves to a new address.

  You can access it online here https://egov.uscis.gov/coa/displayCOAInitForm.do

- Information you need to have at hand includes:

  o Student's birthday,

  o Their old and new host family address.

- Answer "NO" this is not an immigration-related application or petition in progress

- Steps when entering information

  - Leave "A-Number" blank

  - In the US as a "student"

  - Enter your email so that you receive confirmation that the move was entered

  - You are the legal guardian

  - Enter your name and "Cowboy Country Rotary Youth Exchange" as the organization name if prompted

  - Enter the security check code and check the box to accept electronic signature and click submit.

  - Print the form and save it your computer and forward by email to the country representative right away to be posted in the YEAH database. Please also forward the confirmation email to the country representative.

YEAH Portal options

Give the student a new ID card that reflects the current host family. For each student there are a series of buttons on the bottom of the screen (see below). The buttons that appear will change depending on what is needed at the time (e.g., after you confirm the student's arrival that button won't appear again). All routine report requirements can be fulfilled using these buttons. Below is a screen shot of the buttons available after the arrival has been confirmed. If you are using the Rotary YEO Portal app the buttons will look slightly different but the functions are the same.
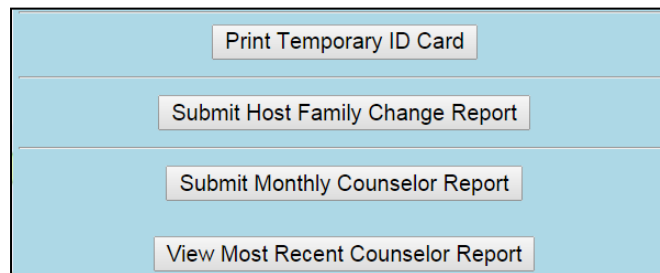
The final step with host family is to do a second visit.

- It must be conducted by someone different than the person who did the first visit. It can be anyone from your club even if they don't have access to the YEAH system, since anyone with YEAH access can make the database entry on their behalf.

- In the portal, select Host Families and the specific family; there will be a button at the bottom of the page that says "Submit Follow up Visit Report" (assuming the first visit was entered).

- It is pretty easy for the club counselor to do if they are dropping by the house anyway. The second visit must be done within 60 days of the student move but can be done within one day, so you don't have to wait.

- This is an extremely simple report (but required by the Department of State). It asks:
    - In your opinion, is this a suitable host family?
    - If not, please explain in detail, including any actions that could be taken to restore their suitability, and/or what steps are being taken to relocate the student:
    - If there are any new residents in the home, please provide their names and ages:
    - (optional) Add any other comments about the host family or situation (positive or negative):