Host Family Vetting Practices

SCREENING AND VETTING



Getting a new host family or a returning host family ready for their student can be a smooth process if you have all your documents ready and you talk with the family about the procedure beforehand. Start the process as early as you have secured your host families in order to give yourself enough time to complete all the steps required. Remember that students CANNOT BE PLACED IN A HOME UNTIL THE FAMILY IS COMPLETELY VETTED RIGHT THROUGH TO THE HOST FAMILY ORIENTATION. This includes both new and returning host families.

Every family member residing in the home over the age of 18 must first be vetted and trained as a Host Family Member. This includes completing the following:

- One **Host Family Application** (send the online link) - be sure they list your club on the application!
- **Reference Checks** (2 per family).
- **Criminal Background Check including vulnerable sector** for each adult member of the family living at home.

The Process

This process is started by the YEO at the club level by :

1. Sending one family member an e-mail with this link. The family takes the process from here and all the subsequent procedures become automated up to the home visit.
2. Once the application has been submitted by the family the YEO will review it and approve, deny, or request additional information.
3. Once approved each adult member must also complete the **Youth Protection Awareness** training offered online through the NAYEN link sent. When this has been successfully completed the YEAH database will be populated to show the results.

4. Once the family has completed these steps and been approved, they can have full access to the student's application including photos, contact information, medical information, etc.
5. At any time after the application has been approved you can submit the – Initial or Annual **Home Interview Report.** A Complete set of photos were uploaded by the family during their initial application process, you must evaluate if the photos match the actual residence**.** The interview report along with the photos can be accessed in the Host Family's folder in the YEAH portal and also on the HUB in the families processing tab using your unique log in access code. Once you have completed the Home Interview Report please click submit.
6. A copy of the complete application can be viewed in the YEAH Hub documents.
7. Once the home visit has been submitted a **Host Family Orientation** checklist will be emailed to the YEO on record and the training date can be scheduled after you confirm that all the other requirements have been fulfilled by the family members. A Host Family Orientation checklist must be printed and taken with you during the orientation. You will have both parents sign the form along with the person conducting the orientation. The completed form can be upload into YEAH. The Orientation must be completed prior to the student's arrival or move to a family and AFTER the home visit and inspection.



Add New Host Family

Send the online link: https://yehub.net/C01-hfapp

Host Family Application

This is a 7-page document detailing many aspects of the host family and the hosting city/town. A good practice is to customize a letter with certain details they will need to complete their application. Save this and send it along with an email to the host families outlining the process. Items to include:

Helpful Prompts for the Host Family Application

Your Rotary Club Name:

High School Information:

School Name: *___ Public ___ Private*

School Address:

City Zip

School Official:

Name: *Phone* *Email*

Approximate distance between the school and your home:

Approximate start date of the school year:

Community Information:

In what type of community do you live: __ Urban __ Suburban __ Rural __ Farm

Population of community:

Nearest Major City: *Distance* *Population*

Nearest Airport: Name Distance

City or town website:

Briefly describe your neighborhood and community area:

What points of interest are near your area (parks, museums, historical sites):

Host Family Interview

Takes place at the time of the home visit.

Host Family Visit Report

After the Host Family Application has been approved for hosting an initial home visit report is required. You will compare the photos of the public and student's living areas: Living Room, Kitchen, Student's Bathroom and Bedroom, and the exterior of the home and complete the interview process. Submit your report from the YEAH portal or the HUB for your host family.

Host Family Orientation

Once all the previous documentation has been satisfied and prior to the student's placement in the home you need to arrange a host family orientation. Customize a Guide For Host Families for each family each year. The Orientation must be completed prior to the student's arrival or move to a family and AFTER the home visit and inspection. You will find many helpful ideas on this website regarding what needs to be supplied to and covered with each adult family member.

This is a good time to review the travel policy, supply contact information for the YEO, and counselor. Also, review what to do in case a medical visit is required. Make sure they have a copy of the student's insurance, travel permission form that is provided by the country officer and the student's medical release form that was included in the student's application.

Your family is NOW ready to welcome their new son/daughter into their home!

Host Family Follow-up Visit

A follow-up host family visit must occur with each host family. Use the 'Submit Follow-up Visit Report' found on the host family profile in the YEAH portal. A different Authorized Rotarian must perform this visit than performed the initial inspection. The follow-up visit must take place at least 30 and no more than 60 days.