

Host Family Handbook



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Keep in Touch!

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Promoting Cultural Exchange

The U.S. Department of State administers the Exchange Visitor Program under the provisions of the Fulbright-Hays Act (officially the Mutual Educational and Cultural Exchange Act of 1961) in order to promote mutual understanding and peace between the people of the United States and other countries by means of educational and cultural exchange. Through these exchanges, the Exchange Visitor Program seeks to create a foundation of trust between Americans and the rest of the world. By bringing people together to share perspectives and experiences, these programs strengthen our national security and promote prosperity at home and abroad.

The Au Pair Program provides one of the most in-depth cultural exchange experiences for participants. Each year, thousands of young, international women and men get the chance to live with and participate in the family life of an American host family, participate in educational opportunities in the U.S. and engage with Americans in culturally rich activities that will increase their understanding of the United States. The expectation is that upon completion of their exchange programs, these foreign visitors will return home to share their experiences with family, friends and other people in her country. InterExchange Au Pair USA has been instrumentally involved with the promotion of the Au Pair Program since its inception more than 25 years ago.

While the Au Pair Program is a unique childcare solution, it is important to remember that it is first and foremost a cultural exchange program. Au pairs must receive the benefits of an exchange experience to the greatest extent possible. Host family responsibilities in this regard include involving your au pair in American traditions and holidays, helping her understand new experiences and supporting her in the adjustment to functioning in a new language and culture. Experiencing life in the U.S. is one of the biggest attractions of the Au Pair Program to young people around the world and one of the core purposes of the Au Pair Program. Similarly, it is important that host families be interested in learning about the home culture of their au pairs.

NOTE

While about 5% of our au pairs are male, we will often refer to your au pair using the female pronouns “she” and “her” in this handbook for simplicity’s sake.

Program Roles

Au Pairs

InterExchange au pairs are young adults between the ages of 18 and 26 who apply to the program from abroad and come to the United States for 12 months to live with an American host family as part of a U.S. Department of State-designated cultural exchange program.

In return for room, board and a weekly stipend, au pairs provide childcare assistance for up to a maximum of 10 hours per day and 45 hours per week, and live as extended family members. As part of the requirements of the Au Pair Program, au pairs must also complete an educational component of at least six semester hours (or their equivalent) of academic credit in a formal educational setting at accredited U.S. post-secondary institutions. Host families contribute \$500 toward the cost of these classes and arrange or pay for au pairs' transportation to and from classes.

The term "au pair" is French for "on par," meaning that the au pair must be treated as a member of the family rather than as an employee. Au pairs expect to be welcomed as such and included in family daily life, activities and holidays. Au pairs have a real interest in learning about the United States and American culture. Many au pairs are also motivated by the chance to immerse themselves in an English language environment so that they can improve their English comprehension and speaking skills.

InterExchange au pairs are rigorously screened before they are accepted into the Au Pair USA Program. This screening process includes a police background check, a health check, an in-person interview, verification of their childcare experience and a personality profile assessment. Furthermore, all InterExchange au pairs have provided proof that they completed their secondary education and have at least 200 hours of childcare experience, though most of our candidates have several hundred additional hours of experience. Note that current regulations prohibit host families from hosting an au pair who is related to them regardless of how distant the relations.

InterExchange representatives assess all au pairs' English language ability to make sure that they are proficient enough to successfully take part in the program.

Host Families

Host families are American families who welcome an au pair into their home for 12 months to live as an extended family member and childcare assistant. Host families must have at least one child who will remain below the age of 18 for the length of their program. The term "au pair" means "on par" in French so host families should recognize that the au pair they host must be treated as a family member rather than simply as an employee.

Host families should have a genuine interest in furthering the cultural exchange objectives of the Au Pair Program and should make every effort possible to encourage and facilitate their au pairs' adjustments to the United States and understanding of U.S. culture. Host families who take this responsibility seriously and have a true commitment to cultural exchange gain more from the program than merely the convenience and flexibility of au pair assistance. These families who fully engage in the cultural aspects of the program will also find that their au pairs are happier and more satisfied with the placement.

Local Coordinators

Local Coordinators, or "LCs," are InterExchange Au Pair USA representatives in your local community. LCs fulfill many roles and have many responsibilities. First and foremost, they are responsible for monitoring the au pair and host family relationship to ensure that U.S.

Department of State regulations and InterExchange program policies are being followed. Your LC will interview your family in your home before your au pair arrives. Your LC will also inspect the bedroom your au pair will occupy to make sure it is suitable for hosting an au pair. Your LC will also meet with you and your au pair within the first two weeks of your au pair's arrival to your home to see how things are progressing. Your LC will remain your primary contact person throughout the program year.

At a minimum, your LC will contact your family monthly to ensure that the placement is going well. As issues arise, you should contact your LC for advice and assistance. LCs will also organize educational and cultural events for their au pairs at least once each month. These monthly events not only allow the LC to meet with au pairs face to face, learn about their progress and monitor the au pair placement, but also further the cultural exchange objectives of the program.

Regional Supervisors

Regional Supervisors manage a team of Local Coordinators and provide the next level of support for host families and au pairs in the program. Regional Supervisors will contact au pairs and host families at least four times per year to make sure that program rules and regulations are being followed. Regional Supervisors may also get involved if a serious problem develops during the program year. As a host family, you should feel free to contact your Regional Supervisor if you feel you are not receiving an adequate level of service from your Local Coordinator.

InterExchange

InterExchange, Inc. is a 501(c)(3) not-for-profit organization incorporated in 1988 and an official Au Pair Program Sponsor designated by the U.S. Department of State. Sponsors operate Exchange Visitor Programs in cooperation with the U.S. Department of State. Based in New York City, InterExchange is dedicated to promoting international cultural exchange through work and volunteer exchange programs, including Au Pair USA. The Au Pair USA team is experienced in all aspects of the program and is available to answer any questions you may have.

InterExchange's other cultural exchange programs include Camp USA, Career Training USA and Work and Travel USA, all of which allow international students and young people to come to the United States. InterExchange's Working Abroad program provides opportunities for Americans looking to work, travel, learn or volunteer abroad. The InterExchange Foundation awards grants to selected Americans to help fund their time working or volunteering abroad.

U.S. Department of State's Bureau of Educational and Cultural Affairs (ECA)

The Bureau of Educational and Cultural Affairs (ECA) is a section of the U.S. Department of State dedicated to increasing mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange. These exchange programs ultimately assist in the development of peaceful relations between the U.S. and other countries. The Au Pair Program plays an important part in this mission by offering the chance for a population of mostly young women to spend time living with a family in the United States. Designated sponsors such as InterExchange are granted the ability to operate the Au Pair Program in partnership with ECA. The U.S. Department of State also promulgates and upholds the program regulations and oversees the sponsors in order to maintain the highest quality cultural exchange program. All serious incidents that occur on the Au Pair Program are reported to ECA for further investigation and analysis. Families and au pairs may also contact the directly if they have an issue with the Au Pair USA program that InterExchange was not able to resolve.

Host Family Requirements and Responsibilities

Hosting an au pair is a big responsibility. You can imagine that au pairs and their families back home need assurance that InterExchange Au Pair USA host families are properly screened and informed of their responsibilities. Below is a list of some key screening procedures and requirements that will need to be in order before your au pair arrives.

Host Family Citizenship Status

Since our Au Pair USA program is primarily a cultural exchange program, we only accept American families in which parents are U.S. citizens or Legal Permanent Residents (green card holders). Current program regulations require that in two-parent homes, both parents meet this requirement. Furthermore, all adult family members must also be fluent in spoken English.

Host Family Financial Status

Program regulations require that we verify that host families have sufficient financial means to host an au pair. One way we do this is by having your family submit an employment verification signed by your employer. If you are self-employed or have sufficient income through non-employment means, we can verify this by examining tax documents.

Host Family Character References

In order to host an au pair, host families must be able to demonstrate that they are of good character before their chosen au pair can arrive to their home. To establish this, InterExchange requires that host families provide at least two independent (non-family) references. References must be over the age of 18 and should not be employees of the host family. Host families can submit the contact information for their references during the application process. We will establish contact with the references and provide all forms for them to complete. These references must be received by InterExchange before your chosen au pair can arrive.

Host Family In-Home Interview

A very important part of the host family screening and orientation process is the “in-home interview” with your Local Coordinator. This interview must take place in person in your home before your au pair arrives. The interview must involve all adults who will be living in the home during the placement or will have free access to the home, such as any grandparents, roommates, friends, relatives, adult children or stepchildren. During the interview, your Local Coordinator will also need to meet all of the children in the family. Your Local Coordinator will also inspect the private bedroom that you must provide for your au pair. The in-home interview must take place each program year. Be sure to inform us if anyone joins your home who was not involved in the original interview so that your Local Coordinator can come to meet with him or her too.

Primary Address

Your au pair must have a primary residence at which she can come and go freely. As a host family, you cannot require your au pair to remove herself from this residence for any period of time (for example, while the family goes on vacation).

According to program regulations, this location must be within one hour's drive of an InterExchange Local Coordinator. This primary address will be recorded in the U.S. government's Student and Exchange Visitor Information System (SEVIS) database and will appear on your au pair's visa paperwork.

Change of Address

If your family is moving during the program year, please inform us at least 30 days in advance of the move date so we can update our records and ensure that the new address is one that is covered by InterExchange. Please let us know by sending this information to compliance@interexchange.org or calling 1.800.AU.PAIRS. If the new address is not covered by InterExchange, the placement with your au pair will have to be ended and your au pair will be given the option to rematch or return home.

Shared Custody of Children

In cases where parents share custody of children, hosting an au pair has often proven to be successful. In all shared custody arrangements, the au pair must have a primary residence where she spends the majority of her time and is able to come and go freely.

For example, if the children stay with the host mother at the primary residence from Monday to Thursday and then with the host father from Friday to Sunday, the au pair needs to be able to maintain free access to the primary residence all week, not just Monday to Thursday.

Multiple Host Family Residences

If an au pair will be working at another address, such as the home of another parent or the family's additional residence, we will need to record those secondary addresses. The following additional requirements will also need to be met:

- ▶ Any home where the au pair will be working must also be inspected by the Local Coordinator
- ▶ If the au pair is expected to stay overnight at this home, a private bedroom must be provided and inspected by the Local Coordinator
- ▶ All adults living in the secondary home must be interviewed in person by the Local Coordinator
- ▶ Au pairs are not allowed to care for children who do not live as part of the primary residence and/or are not listed on the host family's application

The Au Pair Bedroom

Since your au pair will work in your home, it is very important that she has access to a private space where she can not only sleep but also relax and enjoy her time off. Host families must be able to provide a private bedroom with a window and a door for their au pair.

- ▶ This bedroom must have a bed (and bed frame) with appropriate pillows, sheets and blankets.
- ▶ The room must have a lamp or overhead light source that provides sufficient light, an alarm clock and a closet or dresser where your au pair can store clothing.
- ▶ The room must have curtains or another way to cover the windows when desired.
- ▶ The room must have sufficient heating and cooling to provide a comfortable living environment.
- ▶ Your au pair's room cannot be used for any secondary purpose (laundry, ironing, storage, playroom, etc.).

Host families do not have to provide a private bathroom for their au pair. During the in-home

interview, your LC will inspect the proposed bedroom to make sure it is suitable for an au pair. Your LC may make recommendations to help make the room more comfortable for the au pair and we hope you take these in the spirit of cooperation in which they are intended.

TIPS

- ▶ It is not required that you provide a desk and chair for the room, but since au pairs take classes during their programs, it might be a useful feature to consider.
- ▶ Does your au pair have a full-length mirror available to her? Most au pairs would appreciate one in their room.
- ▶ Au pairs will quickly want to make their bedroom their own. This will most likely include hanging posters, artwork and photos from home. Be clear about what is and isn't acceptable for affixing these items to the walls. Can she use thumbtacks, tape or Blu-Tack? If this is a concern, consider mounting a large cork bulletin board on the wall that your au pair can decorate as she wants.

Scheduling Guidelines

The program regulations define the maximum number of hours that an au pair may work per day and per week, as well as the amount of time off the au pair must receive. It is a violation of the program regulations to ask your au pair to work beyond these limits even if compensation would be provided and such an arrangement would be agreeable to both the au pair and the host family. Please review the scheduling guidelines below:

45-Hour Weekly Limit

Host families are not permitted to have their au pairs work more than 45 hours in any given work week. This 45-hour limit is a U.S. Department of State program regulation and cannot be broken regardless of whether or not the au pair is willing to work longer. If you require additional hours of childcare beyond the 45-hour maximum, please make arrangements for additional childcare help.

10-Hour Daily Limit

Host families are not allowed to have their au pairs work more than 10 hours in any one day. Work hours include any time where the au pair is responsible for the care of the children or is engaged in tasks related to the children's care, such as cleaning their rooms, making their meals or snacks and doing their laundry. It also includes time when the au pair is acting as the responsible adult while children sleep.

One Full Day and One Half Day Off per Work Week

All au pairs must be given at least one full day and one half day off each week. Current program regulations do not require that these take place consecutively but our experience tells us that this is a preferable arrangement for au pairs. For that reason, we recommend that whenever possible, this time off be consecutive.

The Schedule & Weekly Planner

InterExchange provides all au pairs with a *Schedule and Weekly Planner* during the Orientation and Training Program in New York. This tool is extremely useful for planning your au pair's work week, analyzing how much work was planned compared to what was actually completed and documenting hours worked and stipends paid in the case that any confusion or disagreement should arise. Host families must provide their au pair with a complete written weekly schedule before the work week begins so that she can know exactly what hours she will be required to work in advance.

TIP

Don't stop documenting: You may be tempted to stop using the *Schedule and Weekly Planner* if scheduling and hours haven't been an issue. However, families are sometimes surprised to find out that their au pair had actually been working more than 45 hours in a week. This can lead to resentments and a breakdown in the relationship, as well as possible expulsion of the host family from the Au Pair Program. Keeping accurate records will go a long way toward preventing this from happening.

Au Pair Schedule & Weekly Planner



InterExchange AU PAIR USA

Time-Off Policies & Regulations

Full Weekend Off Per Month

Please record date of required monthly full weekend off.

Example: 4/9/2016-4/10/2016

Month 1: _____ Month 7: _____
 Month 2: _____ Month 8: _____
 Month 3: _____ Month 9: _____
 Month 4: _____ Month 10: _____
 Month 5: _____ Month 11: _____
 Month 6: _____ Month 12: _____

Vacation Days Per Year

Au pairs earn one vacation day for each full month they work, starting after the first 30 days of work, for a total of 11 vacation days.* Please keep track of your vacation days by recording the dates below:

Example: 6/10/2016

1. _____ 7. _____
 2. _____ 8. _____
 3. _____ 9. _____
 4. _____ 10. _____
 5. _____ 11. _____
 6. _____

* Since au pairs can be scheduled to work 5.5 days per week, the U.S. Department of State-mandated two weeks of paid vacation equals 11 days of vacation (5.5 days x 2 = 11 days).

InterExchange AU PAIR USA

Au Pair Weekly Schedule

Week of: April 18-24, 2016

MONDAY	Start Time: <u>7:30 am</u> Finish Time: <u>4:30 pm</u> Hours Scheduled: <u>9</u> Hours Worked: <u>9</u>	Notes: <u>Annie: Soccer practice 2-4 p.m.</u>
TUESDAY	Start Time: <u>7:30 am</u> Finish Time: <u>4:30 pm</u> Hours Scheduled: <u>9</u> Hours Worked: <u>9</u>	Notes: <u>Melissa: Pre-school 12-2 p.m. Jake: Football after school</u>
WEDNESDAY	Start Time: <u>8:30 am</u> Finish Time: <u>1:30 pm</u> Hours Scheduled: <u>5</u> Hours Worked: <u>5</u>	Notes: <u>Melissa: Play date 10 am-12 p.m.</u>
THURSDAY	Start Time: <u>7:30 am</u> Finish Time: <u>4:30 pm</u> Hours Scheduled: <u>9</u> Hours Worked: <u>9</u>	Notes: <u>Melissa: Pre-school 12-2 p.m.</u>
FRIDAY	Start Time: <u>7:30 am</u> Finish Time: <u>4:30 pm</u> Hours Scheduled: <u>9</u> Hours Worked: <u>9</u>	Notes: <u>Jake: Football after school</u>
SATURDAY	Start Time: <u>N/A</u> Finish Time: <u>N/A</u> Hours Scheduled: <u>0</u> Hours Worked: <u>0</u>	Notes: <u>You're welcome to join us for Annie's soccer game at 1:00!</u>
SUNDAY	Start Time: <u>5:30 pm</u> Finish Time: <u>9:30 pm</u> Hours Scheduled: <u>4</u> Hours Worked: <u>4</u>	Notes: <u>Pizza and movie night!</u>

WEEKLY SUMMARY

Total Hours Scheduled: 45 Date stipend paid: 4/24/2016
 Total Hours Worked: 45 Amount of stipend paid: \$195.75
 Did au pair receive at least 1.5 days off? YES NO
 Host Family Initials: JED Au Pair Initials: SEP

InterExchange AU PAIR USA

Weekly Summary

Week of: April 18-24, 2016

Monday: Annie had a hard time getting up, so we were 5 minutes late for school. I wrote a note for the teacher.

Tuesday: Finished the children's laundry for the week! Melissa helped me fold!

Wednesday: Helped Annie with her Social Studies homework. Things seem to be improving!

Thursday: Jake came home with a permission slip for you to sign. Had a hard time getting him to do his math homework. Advice?

Friday: Annie and Melissa had a great time playing princess in the backyard, but Annie might be coming down with a cold.

InterExchange AU PAIR USA

Limits on Au Pair Responsibilities

As your au pair settles into her new role in your home, please remember that there are some limits on the type of childcare she can provide.

Active and Passive Childcare

Your au pair's responsibilities will include active and passive forms of childcare. Active childcare is when your au pair is interacting with and directly supervising a child. Passive childcare is when your children are playing independently, watching TV or sleeping while your au pair serves as the responsible adult and/or first point of contact should the children need anything. It is important to understand the distinction while acknowledging that both are considered on-duty time in terms of tracking hours.

Child-Related Housekeeping and Pitching In as a Family Member

In addition to active and passive childcare, au pairs can perform light housekeeping duties that are directly related to the children. These duties may include cleaning the children's bedrooms, making their beds, doing their laundry and putting their clothes away. This can also include cleaning up areas of the home that the children have been using as a play area or cleaning up the kitchen after the children eat. This must not include general housekeeping that is either related to the host parents or other adults living in the home. The au pair cannot solely be responsible for general cleaning of the common areas of the home. For example, vacuuming the living room each week would not fall within the scope of the au pair's work. That said, as a member of the host family, au pairs can be expected to "pitch in" just like any other family member to keep the house running smoothly. This means the au pair can help out by occasionally emptying the dishwasher or helping clean up after a shared meal, as long as these are not tasks that are the responsibility of the au pair alone.

The Home Orientation Period

The day the au pair arrives at the host family's home is a travel and rest day for the au pair. The Home Orientation Period begins the day after the au pair arrives at the host family's home. During the first 3 days of the Home Orientation Period, your au pair is not permitted to be left as the sole responsible adult childcare provider for your children, even for a limited time. A parent or other responsible adult must stay home with the au pair while she assists with childcare during the first 3 days in the home. This limit applies to both active and passive forms of childcare. These limits during the Home Orientation Period apply to both newly arrived au pairs who are traveling from the Orientation and Training Program in New York City and in-country au pairs who have previously been placed with another host family.

Children Younger Than Three Months Old

Au pairs are not allowed to be the sole adult childcare provider to any child less than three months of age. This means that a parent or other responsible adult must stay home with the au pair while she assists with childcare for an infant under three months of age. This limit applies to both active and passive forms of childcare.

Children Under Two Years of Age

If your family has children under two years of age, you will need to match with an "Infant Qualified" au pair. An "Infant Qualified" au pair is one who has at least 200 hours of verified experience with children younger than two years old and is open to such a placement. During the matching process, we will ensure that you are only presented with candidates who meet this criterion.

Expecting Parents

If a new child under the age of two years old will be joining your family during the program year you will also need to match with an “Infant Qualified” au pair. Please indicate this intention on your host family application and explain the situation to your Local Coordinator during the in-home interview.

Special Needs Situations

Host families who identify as having special needs situations (i.e. emotional, physical or psychological special needs) are required to match with an au pair who has experience with special needs individuals. In these cases, the au pair will have to specifically identify her prior experience, skills or training in the care of special needs individuals. The host family will be required to acknowledge that it has reviewed this information and would like to proceed with the match. We recognize that this is a complex issue, so it is up to the host family to identify whether or not their children have special needs in the context of childcare, and whether or not the chosen au pair has the appropriate qualifications to address said special needs.

Medical Responsibilities

Your au pair cannot perform the sort of duties that a home health care attendant, visiting nurse or occupational therapist would perform. Your au pair cannot be responsible for the administration of any medical or therapeutic treatment, except as is reasonable in an emergency situation.

Pet Care

Some families have pets that require a lot of care and attention. Please be aware that au pairs should not be seen as the solution for ongoing pet care. As contributing family members, some au pairs might volunteer to help out with the caring for pets, but this cannot be seen as part of their official responsibilities. If an au pair is unable or unwilling to contribute to this aspect of family life, families will need to make other pet care arrangements. Families cannot schedule pet-related tasks into their au pair’s work schedule or free time. We recommend that you have a conversation with your au pair about your pet situation before your au pair arrives to your home.

Your Au Pair's Required Time Off

The au pair year should provide your au pair with enough leisure time to travel, meet local friends and otherwise engage with the cultural exchange aspect of the program. Time off also will allow your au pair to relax, recharge and return to the family refreshed.

In order to make sure that au pairs have this time available, the program regulations define the minimum amount of time off required for au pairs each week, month and year. It is very important that au pairs receive all of the time off to which they are entitled. It is strictly forbidden for you to ask your au pair to work additional hours beyond her 10 hours per day or 45 hours per week, even if compensation would be provided and such an arrangement would be agreeable to both the au pair and the host family.

Au pair work hours, time off and the weekly stipend are some of the most important aspects of the U.S. Department of State's Au Pair Program regulations. If InterExchange learns of any suspected violations of these regulations, we will directly address the allegations with the au pair and host family. If the alleged violations are found to be true, InterExchange reserves the right to remove the au pair from the host family home immediately. We are further required to report any repeat violations of these regulations to the U.S. Department of State.

One Full Day and One Half Day Off per Work Week

All au pairs must be given at least one full day and one half day off each week. Current program regulations do not require that these take place consecutively but our experience tells us that this is a preferable arrangement for au pairs. For that reason, we recommend that whenever possible, this time off be consecutive.

Full Day Off

Providing a "full day off" means that from the time your au pair wakes up until the time when she goes to sleep at the end of the day and wakes up the next day she is not required to perform any active or passive childcare duties. Providing a "full day off" should not be construed as just giving your au pair a 24-hour window of free time.

One Half Day Off

Since au pairs can be scheduled to work up to 10 hours per day, providing a "half day off" to your au pair means that she works no more than one five-hour shift on that day.

Providing a "half day off" should not be construed as just giving your au pair a 12-hour window of free time.

One Full Weekend Off per Month

Providing your au pair with a full weekend off means that from early Friday evening until Monday morning she is not required to provide any active or passive childcare. Full weekends off should always be scheduled well in advance so that your au pair can make full use of her free time. If the approaching weekend is the "full weekend off" then your au pair should know about this on the Monday of that week.

Two Weeks of Paid Vacation Time

Au pairs are entitled to receive two weeks of paid vacation each program year. As the au pair work schedule is for a maximum of five and one half (5.5) days per week, the total vacation time au pairs are entitled to is 11 individual work days per year (5.5 x 2).

When the actual vacation takes place is a matter that host families and au pairs need to work out between themselves. It is best to start discussing possible vacation periods as soon as possible so your au pair can make appropriate plans. All vacation days must be taken during the program year and families cannot pay their au pair extra for forgoing her vacation time.

Time-Off Policies & Regulations

Full Weekend Off Per Month

Please record date of required monthly full weekend off.

Example: 4/9/2016-4/10/2016

Month 1: _____	Month 7: _____
Month 2: _____	Month 8: _____
Month 3: _____	Month 9: _____
Month 4: _____	Month 10: _____
Month 5: _____	Month 11: _____
Month 6: _____	Month 12: _____

Vacation Days Per Year

Au pairs earn one vacation day for each full month they work, starting after the first 30 days of work, for a total of 11 vacation days.* Please keep track of your vacation days by recording the dates below:

Example: 6/10/2016

1. _____	7. _____
2. _____	8. _____
3. _____	9. _____
4. _____	10. _____
5. _____	11. _____
6. _____	

* Since au pairs can be scheduled to work 5.5 days per week, the U.S. Department of State-mandated two weeks of paid vacation equals 11 days of vacation (5.5 days x 2 = 11 days).

Time Off for Cluster Meetings

Cluster meetings are monthly events organized for au pairs by your Local Coordinator. These events may be cultural, social or educational in nature. These events are an important part of your au pair's program experience in America.

The au pair's work schedule must accommodate these meetings. Meetings are usually scheduled during typical "off" hours, but if you find that they are scheduled at inconvenient times, please speak to your Local Coordinator about your concerns. Host families are expected to provide, facilitate or assist their au pairs with arranging transportation to attend the meeting. If this means that the au pair will drive the family automobile to the meeting, the cost of fuel should be covered by the family. While these meetings sometimes involve activities with a cost attached (bowling, for example), families are not required to pay for these activities.

Time Off for Classes

Au pairs are required to complete an educational component as part of their program requirements. Host families should work with their au pairs to find classes that meet the requirements and fit their work schedules. Families should expect that their au pair's work schedule might have to accommodate these classes.

Sick Days

During the course of the program year, your au pair may need to take time off to deal with personal medical needs or illness. These days off should not be counted as vacation days and your au pair's stipend cannot be reduced because of missed work days. If your au pair is seriously or habitually ill, please contact your Local Coordinator.

The 30-Day Travel Period

According to the terms of your au pair's J-1 Visa, upon successful completion of the program, she is entitled to make use of a travel period of up to 30 days. During this time the au pair may travel in the U.S. to gain a better understanding of the country. Since her J-1 Visa and DS-2019 form will have expired by this point in the year, she will not be able to leave the U.S. and re-enter during this 30-day travel period. For this reason, we advise that au pairs use this time to explore the U.S. rather than other countries.

It is also strictly forbidden for the au pair to engage in any employment during this 30-day period. Working during this period is a violation of the terms of the J-1 Visa and the immigration laws of the U.S. This prohibition includes working for your family by providing childcare or other tasks in return for room, board or wages.

Your Au Pair's Pay

The Au Pair Weekly Stipend


The minimum weekly stipend that you will pay to your au pair is determined by the U.S. Department of State. The weekly stipend is currently set at a minimum of \$195.75 per week. You must pay your au pair this minimum amount regardless of the number of hours he or she works during the week. The stipend is also paid in full during the au pair's vacation days. It is important to maintain a consistent pay schedule so that your au pair can budget properly and rely on the stipend. The au pair begins to earn the weekly stipend as of the first day of the Home Orientation Period.

Recording Au Pair Stipend Payments

Stipend payments should be recorded in your au pair's *Schedule and Weekly Planner* and initialled and dated by both the host family and au pair each and every week.

The au pair is required to file income tax returns after the end of the calendar year. Au pairs will receive information about this requirement at the Orientation and Training Program and when tax season approaches. The host family should not withhold any tax amounts from the stipend payments as this will be resolved directly by the au pair at the end of the year.

WEEKLY SUMMARY			
Total Hours Scheduled:	<u>45</u>	Date stipend paid:	<u>4/24/2016</u>
Total Hours Worked:	<u>45</u>	Amount of stipend paid:	<u>\$195.75</u>
Did au pair receive at least 1.5 days off?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Host Family Initials:	<u>J.E.D.</u>	Au Pair Initials:	<u>S.E.P.</u>



Calculating the Weekly Stipend

The amount of the minimum weekly stipend is set by the federal government. This is determined by calculating the federal minimum wage (currently \$7.25 per hour) for 45 hours per week. This equals the gross amount of \$326.25 earned by an au pair each week. This amount is then reduced by 40% to account for the room and board that you provide for your au pair, equaling the current minimum weekly stipend of \$195.75.

In this calculation you can see that the au pair's room and board are an important part of the au pair's compensation. As mentioned already, the room must be private and outfitted with necessary items. "Board" is defined as a minimum of three meals per day. These meals do not have to be prepared for the au pair but there must be enough food available to meet a reasonable three-meals-per-day criterion.

As the employer, payment of the minimum weekly stipend is the sole responsibility of the host family. InterExchange is not responsible for and will not pay the stipend.

As the employer, the host family must be aware of and comply with any state and/or local

laws that apply to the relationship between the host family and the au pair. InterExchange makes no representations about the applicability of state or local laws to the relationship between the host family and the au pair and has no responsibility for enforcing applicable state or local laws, if any.

Your Contact With InterExchange During the Year

InterExchange is tasked with monitoring the au pair and host family placement to help things go as smoothly as possible during the Au Pair Program year. In order to effectively monitor the placement, we will need to contact you and your au pair on a regular basis. It is important that host families and au pairs assist in this process by responding to our queries in a timely manner. Below is a list of the required contacts you should expect from InterExchange, your Local Coordinator and your Regional Supervisor.

Contact Information

It is very important that InterExchange and your Local Coordinator have up-to-date information about your address and how to contact you. If you plan to change addresses, you must notify InterExchange immediately so we can update the au pair's government records. If you change your email or telephone number, please share this information with your Local Coordinator and email the changes to aupairinfo@interexchange.org.

Host Family-Au Pair Placement Agreement

After you match with an au pair, you will be prompted to complete an online agreement in Passport that describes the duties and responsibilities you expect from your au pair.

48-Hour Contact (*Local Coordinator » Host Family & Au Pair*)

Once your au pair arrives to your home, your LC will reach out to your new au pair and your family by telephone during the first 48 hours. This contact is meant to establish communication with your LC so that your au pair knows whom to contact in the event of a problem or emergency.

Two-Week Meeting (*Local Coordinator » Host Family & Au Pair*)

After your au pair arrives to your home, your LC will schedule a meeting in your home within the first two weeks of the placement. During this meeting, your LC will discuss how the au pair placement is going and complete a report.

Monthly Contacts (*Local Coordinator » Host Family*)

"Monthly Contacts" are the communications between LCs and host families, as required by the U.S. Department of State. This contact can be in person, via email or via phone. Host families should let their LCs know the best way and times to reach out each month. Host families must respond to these monthly contacts within a timely manner. Failure to respond to a monthly contact can place a host family's good standing in the Au Pair Program in jeopardy. Plus, keeping in regular contact with your LC keeps you up to date on all program news.

Quarterly Contacts (*Regional Supervisor » Host Family & Au Pair*)

Quarterly contacts are surveys sent out four times per year by your area's Regional Supervisor. These surveys give host families and au pairs the chance to provide essential feedback to the program and head off any questions or concerns. InterExchange takes feedback from these surveys to heart, and appreciates the chance to improve our program and the experiences of our host families and au pairs. Host families must complete their quarterly contacts surveys in order to comply with U.S. Department of State regulations.

Cluster Meetings (*Local Coordinator » Au Pair*)

Monthly cluster meetings are organized by your Local Coordinator for the au pairs in your community. These au pair meetings are an important way for your au pair to connect with others in the local area. Each month, au pairs participate in varied events that provide educational, cultural and social opportunities. These activities add to the richness of the au pair's cultural exchange experience. Cluster meetings also offer the au pair the opportunity to discuss any questions or concerns she may have. It is extremely important that your au pair be provided with the time to attend these important meetings.

Host Family Day Events (*Local Coordinator » Host Family*)

As part of U.S. Department of State regulations, host families are required to attend a Host Family Day event organized by their Local Coordinator. This event may be cultural, educational or social in nature and will allow your family the chance to meet other like-minded program participants. Failure to attend could jeopardize your family's good standing and continued participation in our Au Pair USA program.

Annual Program Audit

You may receive a request to participate in an audit conducted annually to ensure compliance with the procedures and reporting requirements set forth by InterExchange and U.S. Department of State regulations. If you do receive such a request, we kindly ask that you follow the instructions provided and respond in a timely manner.

Your Au Pair's J-1 Visa Status

Au pairs come to the U.S. on a class of non-immigrant exchange visitor visa called the J-1 Visa. The J-1 Visa class is reserved for U.S. Department of State-designated cultural exchange programs. Below are some of the terms of the Au Pair J-1 Visa:

- ▶ Au pairs agree to take part in a 12-month program with the option to extend their program one time for an additional six, nine or 12 months.
- ▶ Au pairs cannot engage in any paid employment while in the U.S. other than with their host family.
- ▶ Au pairs must register for and complete the educational component of their program.
- ▶ Au pairs can only work a maximum of 45 hours per week and 10 hours per day.
- ▶ Au pairs must adhere to the Program rules and regulations.

Your au pair will have several important documents that work together to allow her to enter and work in the U.S.

The DS-2019 Form

The DS-2019 form is a U.S. government document that defines the “Status” of the foreign national named on the form while they are in the U.S. It also defines the “Duration” of time that they can maintain this status. In the case of your au pair, the form will initially state that she is participating in a program with a duration of 12 months and has the status of “Au Pair.” This form does not grant the holder permission to enter the U.S. (this permission comes from the J-1 Visa), but it defines her status while in the U.S. and the duration for which that status is valid. Your au pair will have to show this form at her visa interview, when she first enters the U.S. to begin the Au Pair Program, and each time she travels abroad (including Canada and Mexico) and needs to re-enter the U.S. The J-1 Visa is not valid without the DS-2019 form. InterExchange will create the DS-2019 form for your au pair.

The DS-2019 includes the au pair's name, date of birth, country of birth, program begin and end dates, site of activity in the U.S. (your primary address) and SEVIS (Student and Exchange Visitor Information System) ID Number. The DS-2019 form is reviewed for accuracy and signed by InterExchange's Responsible Officer (RO) or Alternate Responsible Officer (ARO) before being sent by courier post to your au pair overseas along with a pre-departure packet of information.

Your au pair must take this form to the visa interview at the American Consulate or Embassy in her country. If the J-1 Visa application is approved, the Consulate Officer will also sign the DS-2019 form and send it back to her in the mail along with her passport and J-1 Visa.

If your au pair loses her DS-2019 form, please have her contact InterExchange for a replacement document immediately.

If your au pair extends her program, we will create a new DS-2019 form that reflects the new program dates. This new form should be stapled to the previous form and always used together.

If your family is moving to a new address, you must notify InterExchange so we can print a new DS-2019 form reflecting your au pair's new address.



U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

OMB APPROVAL NO.1405-0119
09/30/2017
ESTIMATED BURDEN TIME: 45 min
*See Page 2

Form containing fields for: 1. Surname/Primary Name (Mustermann), Given Name (Erika), Gender (FEMALE), Date of Birth (04-11-1992), City of Birth (Köln), Country of Birth (GERMANY), Citizenship Country Code (GM), Citizenship Country (GERMANY), Legal Permanent Residence Country Code (GM), Legal Permanent Residence Country (GERMANY), Position Code (900), Position (CATEGORY - OTHER), Primary Site of Activity (Doe, John and Doe, Jane, 123 Main St, Hometown, USA 12345), 2. Program Sponsor (InterExchange, Inc.), Program Number (P-0-12345), Participating Program Official Description (AU PAIR), Purpose of this form (Begin new program; accompanied by number (0) of immediate family members.), 3. Form Covers Period (From 09-21-2015 to 09-21-2016), 4. Exchange Visitor Category (AU PAIR), Subject/Field Code (19.0709), Subject/Field Code Remarks (None), 5. Financial support details (Wages paid by host family: \$10,179.00; Personal funds: \$200.00; Total: \$10,379.00), 6. U.S. Department of State / DHS Use or Certification by Responsible Officer or Alternate Responsible Officer, 7. Alternate Responsible Officer (Mary Jones, 100 Wall Street, Suite 301, New York, NY 10005), 8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM), PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED, TRAVEL VALIDATION BY RESPONSIBLE OFFICER, EXCHANGE VISITOR CERTIFICATION.

Sample DS-2019 Form

In most cases the interviews are very short. The Consulate Officer wants to assess whether the candidate has sufficient English skills to participate in the program. The officer will also want to determine if the candidate has sufficient ties to her country that will ensure her return upon the program's completion. While InterExchange does its best to screen out any candidates who may be visa denial risks, we cannot guarantee that every au pair candidate will be granted a visa. In most cases, your au pair will be told the results of the interview at the conclusion of the appointment. If her visa is approved, she will receive it in the mail along with her DS-2019 form and Passport in about 5 to 10 days.

Once your au pair receives her J-1 Visa and signed DS-2019 form, she is ready to travel to the U.S. on the scheduled arrival date using the international flight provided by InterExchange.

Your Au Pair's Travel to the USA

Flights to New York

Your au pair's international flight to New York City will be arranged and paid for by InterExchange Au Pair USA. All au pairs select a departure city in their home country. Au pairs usually travel on the Monday of the arrival week and check into the Orientation and Training Program on the same day. InterExchange strives to arrange the best possible flights in order to minimize long layovers. However, we are limited to the flights available at the time of booking. Please note that au pairs are responsible for baggage fees.

Domestic Travel From New York to Your Home

Your family is responsible for arranging the domestic travel from New York City at the end of the Au Pair USA Orientation and Training Program to your home community. This travel may be by plane, bus, train or car depending on where you live. Au pairs are usually traveling with a substantial amount of luggage so please keep the travel arrangements simple and direct.

Please see the "Domestic Travel or Pick-Up from the New York Orientation" information in the "Au Pair USA Orientation and Training Program" chapter for further instructions on organizing and providing us with your au pair's domestic travel instructions.

TIP

We strongly recommend that you purchase a fully refundable/changeable airline ticket. InterExchange will not reimburse families for unused domestic travel tickets.

The Au Pair USA Orientation and Training Program

InterExchange au pairs go through an intensive Orientation and Training Program that includes the most trusted theories of child development, as well as important safety training and program-specific information.

Online Child Development Training: All au pairs must complete the eight hours of online Child Development Training. This training is broken into four units, each covering a different stage of child development. Throughout the training there will be quizzes that au pairs must successfully pass in order to advance. There will also be a written component that the au pairs complete in their Child Development Training Workbook while they take part in the Child Development online program.

New York City Orientation: During the New York City portion of the Orientation and Training Program, au pairs are in class from the early morning until the evening.

TAKE NOTE

Please be aware that your au pair will not be permitted to arrive to your home and begin her childcare duties if she has not completed our entire Au Pair USA Orientation and Training Program. For this reason, unexpected delays (visa issuance, flight cancellations, extreme weather, etc.) may require that your au pair's arrival be moved so she can attend the next possible Orientation and Training Program. Furthermore, InterExchange Au Pair USA reserves the right to cancel an au pair's participation in the Orientation and Training Program (and therefore the entire Au Pair USA program) if we determine through the training program that she is not appropriate for the program.

Accommodation

Au pairs will stay at a hotel in midtown Manhattan during the Orientation and Training Program. The hotel is in a very safe location near Times Square and is very well maintained. Au pairs will share a hotel room with one or two other au pairs and each au pair has her own bed.

Daily Schedule

Au pairs typically arrive in New York City on the Tuesday of the orientation week. A representative from InterExchange meet the au pairs at the hotel and check them in if they arrive between 12:00 p.m. and 8:00 p.m. If an au pair arrives outside of those times, instructions and materials will be left at the reception area. The Orientation and Training Program lessons begin on Wednesday morning at 8:30 a.m. sharp and finish at 6:00 p.m on Thursday. Friday is generally a travel day for au pairs.

Here is a breakdown of the New York Orientation and Training schedule:

Tuesday: Arrive and check-in to the New York Orientation and Training Program. If the au pair arrives earlier in the day, they can meet the InterExchange Representative at the hotel. He/She will give out materials and instructions for the following day. If an au pair arrives after 8:00 P.M. they will pick up the room key and materials from the front desk of the hotel.

Wednesday: In the morning, program rules and regulations are discussed in detail. Au pairs hear about how their insurance works, how to record the schedule, and keeping track of cluster meetings. Workshops are also devoted to American culture and dealing with culture shock. In the afternoon, au pairs are engaged in further lectures and workshops on child

development and the role of an au pair in a U.S. household. They will hear information on communication in America, driving the host children, American parenting styles, bonding with the host family, and more.

Wednesday Evening: Au pairs may choose to take part in an optional Cultural Walking Tour of New York City led by InterExchange's preferred licensed tour guide. This is a great opportunity to learn about one of the great American cities. The price of the walking tour includes a subway ride and dinner. This is always a highlight for au pairs!

Thursday: Thursday's lessons focus on safety. Au pairs will learn about CPR, accident prevention, first aid and what to do in an emergency. They must practice the CPR technique on both adult and infant-sized mannequins using a fully hands-on learning technique. At the end of the program, all au pairs will be CPR certified by the American Safety and Health Institute for infants and adults. This certification is valid for two years!

Thursday Evening: We give au pairs detailed instructions for onward travel instructions and a personal explanation of where they need to go and when they need to leave the orientation hotel. InterExchange will print transportation itineraries and go over them in person. In some cases, au pairs are picked up on Thursday evening after 6:30 P.M. by host families who live in the New York City area.

Friday: Au pairs will check out of the hotel and set off on your domestic travel to their host family's home.

Meals and Cultural Events

Au pairs are provided breakfast on Wednesday, Thursday and Friday at a breakfast buffet in the hotel. . Lunch and dinner are not provided by InterExchange, but au pairs are provided with a list of inexpensive options in the neighborhood. Most au pairs take part in an optional New York City cultural walking tour on Wednesday evening after lessons finish. Au pairs are given detailed instructions on seeing other sights in their free time such as Times Square, the Empire State Building and the Statue of Liberty. The primary purpose of this time in New York is to actively take part in the Orientation and Training Program, but au pairs are free each evening to get a taste of this great American city.

Domestic Travel or Pick-Up from the New York Orientation

As the host family, you are responsible for arranging domestic travel from the Orientation location to your home community at the end of the New York Orientation and Training Program. This travel may be by plane, bus, train or car depending on where you live. You must submit the travel details to InterExchange at least one week before your au pair arrives in New York City. You can submit domestic travel information directly through Passport (look in the Quicklinks for "Submit domestic travel info") or by emailing the pickup details or travel itinerary to logistics@interexchange.org. The following information must be included:

- ▶ Au pair's name
- ▶ Name of the transportation company
- ▶ Date and time of the travel or pick-up
- ▶ Confirmation/Reservation number
- ▶ The best contact number for you in case of problems

InterExchange recommends booking your au pair's travel through Globe Travel Service by

calling 1.800.892.9385. Tickets arranged through Globe Travel Service will be automatically forwarded to our office.

InterExchange Au Pair USA Domestic Travel Policies

Host Family Pick-Up: This option is only available for host families in the Greater New York City area. Families may pick their au pair up after 6:30P.M. on Thursday evening or anytime on Friday at the hotel. Our CPR Training and Child Safety Workshop takes place off-site, and au pairs will not be ready to be picked up before 6:30PM. Please email specific instructions to us, and we will explain it to your au pair. For example: *I am Maria Rosario's host mom. I will pick her up on Thursday evening by 7:00P.M. She should wait for me in the hotel lobby. My cell phone number is 555.123.4567.*

Air Travel (Friday Only): Au pairs who travel to their host families by air may only travel on Friday, but their flight may be booked at whichever time of day is most convenient for your family. We highly recommend that you book a fully refundable flight ticket in case of any unforeseen circumstances regarding your au pair's arrival in the United States. Au pairs may fly from any of the three New York metropolitan airports: JFK, LaGuardia or Newark. Au pairs are also responsible for any and all baggage fees associated with their travel.

Travel to the Airport: Additionally, please remember to book transportation from the hotel to the airport on Friday. If we do not receive this information by one week prior to your au pair's arrival, we will book a SuperShuttle reservation and the au pair will be responsible for the cost. We recommend SuperShuttle as a convenient and affordable shuttle service from the hotel to all three airports. It typically costs \$20.00 - \$25.00 plus tip. You can book and pay for the shuttle online at: www.supershuttle.com or call 1.800.BLUE.VAN. Please make sure to enter the details of the reservation on Passport or email to logistics@interexchange.org as soon as possible so that we can inform the au pair appropriately.

Train Travel (Friday Only): Penn Station is an easy 5-minute walk from the hotel. Amtrak tickets may be booked online and you can copy logistics@interexchange.org on the confirmation email message after the reservation has been completed. **We do not allow au pairs to take commuter trains such as NJ Transit, Metro North, or the Long Island Rail Road.**

Bus Travel (Friday Only): If your au pair is traveling by bus, please book a departure near the hotel. Buses such as Bolt Bus and Vamoose have worked well for au pairs. Due to the distance from the hotel and the confusing nature of the station, **we do not allow au pairs to travel on any buses leaving from Port Authority Bus Terminal, such as Greyhound.**

Hotel Address and Contact Information

In most cases, your au pair will be staying at the Homewood Suites Hotel. It is conveniently located on 37th street between Eighth and Ninth Avenues near Madison Square Garden and Penn Station. If we must use a different location, we will notify you in advance.

Homewood Suites

312 West 37th Street, New York, New York, 10018

Phone: 212.244.0644

General Fax: 212.216.9721

Website: <http://homewoodsuites3.hilton.com/en/hotels/new-york/homewood-suites-by-hilton-new-york-midtown-manhattan-times-square-south-ny-NYCMMHW/index.html>

On the last day of the Au Pair USA Orientation and Training Program, our staff will work with your au pair to make sure they understand the domestic travel arrangements. If you have any questions about the Domestic Travel process, please email logistics@interexchange.org or call 917.305.5463.

Welcoming Your Au Pair

After an international flight, an intense week of orientation and, finally, travel to your home, your au pair will probably be tired, excited, and maybe a bit nervous. She will appreciate a warm welcome into her new home! Making her room cozy, preparing a welcome meal and setting aside some time to spend with her are good ways to get the placement off to a strong start. Many families have their children make welcome signs, which is fun for the children and the au pair!

Arrival to your Home

The day that your au pair arrives to your home is a travel and rest day for her. She should be allowed time to unpack and unwind before starting her Home Orientation Period the following day.

The First Three Days

Following the arrival day, your au pair's first three days in the home mark the beginning of the Home Orientation Period. During this time, the program regulations require that a parent or other responsible adult remain home with the au pair to help her adjust to the new environment. Your au pair cannot be left alone with the children during this time.

Home Orientation Period Handbook

We have designed our *Home Orientation Handbook* in order to help your family establish expectations and prevent misunderstandings throughout your program year. The *Home Orientation Handbook* covers many topics that we encourage you to review in detail prior to your au pair's arrival and with your au pair after she arrives to your home. This will help to minimize misunderstandings by making expectations clear.

Local Coordinator 48 hours Contact

Your LC will be in touch with your au pair within the first 48 hours after your au pair arrives to your home. During this contact, your LC will telephone or visit your au pair to make sure that she is settling in well. Your LC will answer any questions your au pair has and let her know about the next cluster meeting where she can meet other au pairs in the area.

Two-Week Meeting

Your LC will schedule a time to visit your home again and meet with you and your au pair during the first two weeks in the home. During this meeting your LC will address any issues or questions that have come up since your au pair's arrival. Your LC will also remind you and your au pair of the key regulations related to hours, pay and time off. Your LC will also explain how to use the *Schedule and Weekly Planner* and how these documents can prevent any misunderstandings.

Au Pair Duties

The U.S. Department of State determines the work that your au pair may and may not do. These rules are in place to preserve the cultural exchange aspect of the program and protect au pairs from exploitative conditions. It is important to remember that your au pair is a cultural exchange participant and a childcare provider, not a housekeeper.

Appropriate Work

Au pairs can do work that is related to childcare for up to 45 hours per week, 10 hours per day. Appropriate tasks include:

- ▶ Organizing activities and supervising play
- ▶ Helping with homework and studying
- ▶ Dropping the kids off and picking them up from school, music lessons, sports and playdates
- ▶ Preparing meals for the children
- ▶ Washing the children's laundry
- ▶ Cleaning up the children's bedrooms and play spaces

Inappropriate Work

It's important to note that your au pair may not be required to do work that does not pertain to your children. Some examples of inappropriate tasks are:

- ▶ Doing host parents' laundry
- ▶ Preparing meals for host parents as part of her duties (should you take turns making meals and your au pair wishes to join, this is a great opportunity for cultural exchange)
- ▶ Housework such as mopping floors, vacuuming, dusting, cleaning windows, etc.
- ▶ Caring for the family's pet(s)
- ▶ Office work or any sort of task related to a host parent's business
- ▶ Doing the routine grocery shopping for the whole family
- ▶ Yard work, shoveling, gardening

Pitching In

While tasks related to housekeeping are never a part of an au pair's duties (unless they pertain to the children), au pairs should "pitch in" around the house as a member of the family. We discuss "pitching in" at the Au Pair USA Orientation and Training in New York City, so your au pair should be prepared to help out. This might mean unloading the dishwasher, taking out the trash and the many little duties that all household members share. These duties must be equal to what other adults in the family do, so there should be no general housekeeping duties that belong to just your au pair.

Creating a Daily Childcare Plan

As a parent, you want to ensure that your children receive the best care possible. The best way to know that your children are receiving the care and attention you expect is to work with your au pair directly to develop detailed daily childcare plans. Over time, these plans can change and develop as you and your au pair learn what works best. By investing sufficient time in the beginning of the placement and engaging in open discussions, you will feel more confident in the care your children are receiving.

Here are some ideas to consider as you work with your au pair:

- ▶ Brainstorm a written list of suitable activities and games that your children like and ask your au pair to contribute ideas.
- ▶ Visualize what your children's day should entail and share this vision with your au pair.
- ▶ Work with your au pair to create a daily childcare plan that will be easy to follow.
- ▶ Explain that everyone will need to remain flexible as the day goes on.
- ▶ Discuss the limitations about TV or "screen time."
- ▶ Discuss what your au pair should do if behavioral issues occur.
- ▶ Set a time to have a check-in phone call with the au pair during the day to see how things are going.

Preparing a Daily Plan

The best way to ensure that your children are spending time engaged in suitable activities is to work directly with your au pair to create a daily plan.

Imagine your children in the ideal au pair childcare scenario. How would you describe this to your au pair? Consider the following questions:

- ▶ What time are the children waking up?
- ▶ What time are they eating breakfast?
- ▶ What are their choices for breakfast?
- ▶ Do they get to choose their breakfast or will your au pair choose?
- ▶ Do the children clean up after themselves?
- ▶ What are some activities that your au pair can engage your children in until lunchtime?
- ▶ What should the children do while your au pair prepares lunch?
- ▶ What are their options for lunch?
- ▶ Do they get to choose their lunch or will your au pair choose?
- ▶ Is there a scheduled nap time? Should they be woken up at a certain time?
- ▶ Should there be outdoor activities today?
- ▶ When and for how long can the children watch television?

- ▶ What programs, channels and videos can they watch?
- ▶ What activities should they not be doing during this time period?
- ▶ What time should the au pair leave home to be somewhere (bus stop, school, activities)?

Using this information, write out a detailed plan for the day and go over this in detail with your au pair. Ask for feedback and suggestions so your au pair is involved and invested in the process. Let your au pair know when you will check-in with her during the day and when she can reach an adult family member if she needs help during the day.

Do a Daily Debrief

At the end of the day, have a debriefing session with your au pair. Ask your au pair what parts of the daily plan worked and what was a challenge. Ask open-ended questions about each activity to understand why something may not have worked well. Don't be afraid to have your au pair try the same thing a few different times in a few different ways. Make adjustments to the daily schedule and then decide on the plan for the next day. Maintain this "plan before" and "debrief after" routine until your au pair has a good understanding of what you expect on a daily basis.

As your au pair learns what a successful daily plan looks like, let her take more responsibility in the the creation of the daily plan while you remain involved in a collaborative capacity. In this way, she'll learn to develop plans that will provide you with a good understanding of the care your children are receiving each day.

Some Additional Topics to Consider

Playdates: You cannot require that your au pair cares for children other than her host children.

Meals: You will need to explain to your au pair what you consider appropriate foods for your children to eat. Your feelings about which foods are healthy and appropriate may not be obvious to your au pair, especially since she is coming from somewhere where the diet is different. Be sure to demonstrate how to prepare these foods.

Discipline: While we ask you to outline your family's discipline expectations in the Host Family - Au Pair Placement Agreement, correctly orienting your au pair is an ongoing task. Be sure to explain your policies and techniques. Spend time discussing the roles and discipline that you expect to take on as parents and those you expect from your au pair.

Adjustment Period: The first 30 days are considered an adjustment period, as your au pair will need some time to acclimate to your family and her new job - not to mention the food, weather, culture, language and maybe even the time zone! We ask that you be patient with your au pair during this time, and give her the benefit of the doubt when a mistake is made. Be sure to keep in contact with your LC regarding your au pair's progress; your LC can offer advice if something is not going according to plan.

Weekly Check-Ins: Once you and your au pair have less of a need for daily plans and debriefs, make sure to keep a time set aside each week to discuss the important job of providing the best possible care for your children. Having weekly meetings will provide a forum to praise your au pair for the great things that have happened during the previous week. It will also allow you and your au pair the chance to raise any current or ongoing challenges. Despite everyone's busy schedule and the fact that everything seems to be going well, we still advise that these meetings are scheduled in advance and take place regularly.

Weekly Check-In Topics:

- ▶ **Positives:** Did your au pair do something worthy of praise during the past week? Or, did she simply continue to do a great job overall? Let her know.
- ▶ **Ask About Challenges:** Allow your au pair to express her difficulties and work together to try to find solutions or techniques to deal with issues. Ask again about these issues at follow-up meetings.
- ▶ **Concerns:** If you've noticed any issues with or concerns about how your au pair has interacted with your children or anyone else, the weekly check-in is the perfect time to talk about it.
- ▶ **Cultural Questions:** Living in a new country brings uncertainty as well as excitement, so use this time to let your au pair know about any interesting local customs. Go over upcoming events and holidays and explain the significance and how your family celebrates in comparison to other community members. Also, take an active interest in getting to know about your au pair's home culture, what she's learning in class, and what she enjoys about living in the U.S. Showing that you care about her well-being will make her feel appreciated.

House Rules, Privacy and Respect: Your au pair is in the country to care for your children and also to experience American culture. As a young person between the ages of 18 and 27, your au pair will most likely want to make new friends, go out at night and otherwise have a social life. For that reason, it is not reasonable or beneficial to expect her to stay home with your family all the time.

Because it is your home, it is up to you to establish guidelines such as curfews, car rules, and house rules. It is important that this is clearly communicated to your au pair. Imagine yourself at the au pair's age and think of what your interests were - this may help you put yourself in your au pair's shoes and understand the kind of house rules that need to be established.

Emergency Planning: All host families and au pairs should be prepared for an emergency. During your first few weeks together you should meet as a family to discuss your emergency plan. Use this time to test the smoke detectors and demonstrate what they sound like. Explain to your au pair what she should do in case of emergency. If you have a home alarm system, be sure to explain how to use it and what to do when it goes off unexpectedly.

Driving

Driving is an essential part of American life in most areas of the country. During the au pair selection process, we stress to au pairs that the majority of our host families have cars and will need their au pairs to be strong drivers. Au pairs are encouraged to practice driving as much as possible before they depart their home country. Still, even the best drivers will need to spend a significant amount of time getting used to driving in the U.S.

Families should remember that driving in the U.S. involves different rules, signs and customs than in other countries. In countries like the U.K., Japan, Thailand, Australia and South Africa, the au pair will have learned to drive on the opposite side of the road while sitting on the other side of the car. Most au pairs will also be familiar with kilometers per hour, not miles per hour. Even the cars themselves can be very different. American cars tend to be larger than the cars au pairs are used to driving. Keep this in mind, especially if your au pair will be driving an SUV or minivan. In other words, even the best drivers will be less capable when driving in a foreign country and your au pair is no different.

For the safety of everyone involved, host families should expect to invest significant time and effort to help au pairs become accustomed to driving in the U.S. As with most aspects of the program, the more time and effort that everyone invests in the beginning of the placement, the more successful the rest of the year will be.

TIP

There are many resources online produced by auto insurance companies devoted to “teaching your teen to drive.” These materials are also appropriate for working with your au pair. We recommend reading a few of these before taking on the task of helping your au pair become accustomed to driving in the U.S.

Families should begin by devoting 30 to 60 minutes per day, every day, to driving practice. While each au pair will become accustomed to driving according to a differing timeline, we recommend spending at least 10 hours driving practice with your au pair. If this is not possible, families are advised to enlist the services of a driving instructor.

Familiarizing Your Au Pair With Your Automobile

There is a lot of information to go over before you even move the car from the driveway. Run through the following basics a few times to make sure your au pair can find what she might need before she is ready to start driving:

- ▶ Ask her to find the turn signals, windshield wipers, lights, emergency blinkers, etc.
- ▶ Ask her to adjust the mirrors so that she can see properly.
- ▶ Ask her to adjust the seat so that it is positioned properly.
- ▶ Ask her to find the horn.
- ▶ Have her buckle and unbuckle her seat belt, the children’s seat belt, etc.
- ▶ Find the gas gauge and explain when it is time to get more gas.
- ▶ Ask her if she has ever pumped gas before.
- ▶ Have her find the heating and A/C and explain how to set it (in Fahrenheit vs Celsius).

- ▶ Show her how the trunk opens and closes.
- ▶ Ask your au pair to lock and unlock all the car doors from the driver's seat and then from outside the car.
- ▶ Ask her to open and close the different windows from the driver's seat.
- ▶ Is there any danger of children unlocking the doors themselves or getting fingers caught in the windows?
- ▶ Where should the car be parked? Remember, parking in a home garage will be very foreign to almost all au pairs.
- ▶ Discuss what to do in the event of a flat tire.

Discuss How Things Should Be When the Children Are in the Car With Your Au Pair:

- ▶ Discuss where the kids sit in the car.
- ▶ Practice using the seat belts if the kids don't buckle themselves in.
- ▶ Practice using a car seat if relevant. Start with using a doll or teddy bear before moving on to practicing with your children.
- ▶ Discuss never leaving children unattended in the car.

Discuss the Dangers of Distracted Driving and Your Expectations:

- ▶ Discuss the laws for cell phone use and what are your requirements (phone in the glove box is a best practice).
- ▶ Discuss what your au pair should do if the children are crying or misbehaving and causing a distraction.
- ▶ Discuss what to do if the phone rings while your au pair is driving.

There is no danger in going over these basics too many times. Your au pair will need time to become familiar with a new vehicle. If she will be driving more than one vehicle, go through this routine for all vehicles.

Take a Demonstration Trip

Start with you driving and your au pair as the passenger. If possible, leave the children at home for now to prevent distractions. Have a trip in mind before you set out. Explain aloud what you are doing as you drive and encourage the au pair to ask questions.

- ▶ Explain things like coming to a full stop at stop signs and pausing and giving way at yield signs.
- ▶ Explain how fast you are driving and why you are going at that speed.
- ▶ Explain what you are keeping an eye out for. Are there children in this area?
- ▶ Are right turns allowed on red lights?

Do this for a few days visiting places she will have to drive to. Show her the trickier spots that she will have to deal with such as highway on-ramps, busy intersections, areas of merging traffic, etc. Don't stop the lesson until you are in the parking spot back at home. Most car

accidents happen near the home and au pairs always tell us they are most nervous about pulling into the garage at home.

Letting Your Au Pair Practice Driving

When your au pair is ready to get behind the wheel, don't try to achieve too much too soon. Spend time driving around quiet neighborhoods, stopping and starting, turning right and left, speeding up and slowing down. Have her drive the same set courses that you demonstrated before venturing to more difficult situations. Have her explain what she is doing while she drives. Keep providing positive feedback to build confidence. If she makes a mistake, provide feedback calmly. The more comfortable and relaxed she is, the better and more receptive she will be to constructive feedback. It is important to keep a pleasant communication ongoing throughout this process.

As your au pair improves and becomes more comfortable behind the wheel, drive further from home and on different types of roads. Keep providing feedback about the appropriate speed, using signals, etc. Have her practice turning on and off the windshield wipers even if it isn't raining. Have her practice turning the lights on and off even if it isn't dark. Any good driver needs to know how to find these things without thinking about it so there is no such thing as too much practice.

When your au pair is ready, bring your children along for the ride. This will get your children used to your au pair driving too. Have her buckle everyone in and get them situated. Then practice some standard routes that she will need to travel as part of her duties.

Remember, learning to drive in a foreign country is a daunting experience for anyone, so please be patient with your au pair. If she struggles after extensive training, or if you do not have the time to devote to this level of instruction, you may want to hire a professional driving instructor. The peace of mind will always outweigh the cost.

Driving in Challenging Road Conditions

Most au pairs will not have much experience driving in snow and ice. If it is necessary that your au pair drive in these conditions, make sure to spend enough time practicing to have her feel comfortable and confident. Never let your au pair drive in conditions with which she is not comfortable.

State Driver's Licenses

If you are unsure if your au pair needs a state driving license where you live, consult with your LC or your state's Department of Motor Vehicles. Go to your state's Department of Motor Vehicles to get a free booklet on the driving laws in your state. When your au pair begins driving, have her keep this booklet in the car to have on hand at all times. Most, but not all, au pairs arrive with an international driver's license, but many states require that au pairs obtain a state driver's license. Regardless of what your state requires, we encourage all au pairs to get a state driving license.

Automobile Insurance

You will need to provide your au pair with adequate automobile insurance, including collision insurance. Go over the insurance details with your au pair so she understands what is covered.

Car Seats

Train your au pair to correctly and safely use children's car seats, and instruct her on safe driving with children in the car. Have her practice until she can get children in the seat easily.

Drinking and Driving/Drinking Under the Influence

While we clearly and repeatedly stress the dangers and illegality of drinking and driving before and throughout your au pair's program, it's important that she hear this info from you as well. Please note that InterExchange has a zero tolerance drinking and driving policy, and any au pair will be removed from the program if it is determined that she has been drinking and driving. There is no appeal process for this decision.

Accidents

Unfortunately, car accidents can happen to anyone. Please discuss what your au pair should do if she is involved in one. Explain where registration and insurance documents are located and who she should call in the case of an accident. We suggest writing this information down and keeping it in the car. Make sure your au pair understands how important it is to get the other driver's car insurance information in case of an accident. Tell your au pair what is expected of her if she hits a parked car and the other driver is not in the vicinity.

Accidents While Driving On Duty

In the case of an automobile accident that occurs while your au pair is driving on duty, she is not responsible for any costs associated with damages and repairs. However, au pairs are responsible for all fines or tickets they receive.

Accidents While Driving Off Duty

In the case of an automobile accident that occurs while your au pair is driving off duty, she will be responsible for half of the repair bill or insurance deductible up to a maximum of \$500. If the repairs to the car should total more than \$1,000, the au pair is still only responsible for \$500. For example, if the repairs are \$600, the au pair will pay \$300 and the family will pay \$300. If the damages are \$1,200, the au pair will pay \$500 and the family will pay the remaining \$700. Host families must provide the repair receipts to their au pair for damages to the car.

Educational Component

The educational component is an important part of your au pair's program requirements. All au pairs must complete the educational requirements before the end of their program. Au pairs who wish to extend their program have less than one year to complete their educational requirements due to the deadline to submit the extension application, as determined by the U.S. Department of State.

Educational Requirements

As part of your au pair's program, she is required to complete at least six semester hours of academic credit or their equivalent at an accredited U.S. post-secondary educational institution. Host families are required to provide up to \$500 toward the cost of classes.

CLARIFICATION

What is an accredited post-secondary institution? A post-secondary institution is one that offers at least a one-year program of college-level studies. An accredited institution is one that is officially recognized by a regional or national accrediting commission. To verify whether a school is acceptable, your au pair can submit a class pre-approval form through Passport.

Acceptable Classes

Classes that take place at an accredited post-secondary institution are acceptable as long as they are conducted by an accredited college, university or community college for academic credit. Adult schools or community schools are not acceptable for this.

Unacceptable Classes

Under the current regulations, certain types of classes are not acceptable even though they may be organized by accredited post-secondary institutions. For example, online classes are not permitted regardless of the organizing institution. Furthermore, classes that are vocational in nature (hairdressing, makeup, modeling, bartending) are also not acceptable.

Transportation to Classes

Host families are required to provide, facilitate or assist their au pairs with arranging transportation needs to attend classes that are within a reasonable traveling distance. If your au pair will drive the family automobile to the class, the cost of fuel must be covered by the family. This arrangement continues until your au pair completes her educational requirement, even if the \$500 education allowance has already been spent.

Au pairs are expected to select educational opportunities that are within a reasonable distance from their host family home. If your au pair specifically wants to enroll in a course that is farther away than other local class options, then it is fair to discuss having her contribute to the cost of transportation. This should, however, be discussed and decided upon in advance of your au pair registering for class so she can make an informed decision about how to proceed. Your LC will be happy to assist you and your au pair to come to a fair decision about what a reasonable expense should be.

Your Au Pair's Insurance

Accident and Sickness Insurance

InterExchange arranges your au pair's accident and sickness insurance for the 12-month program duration. This insurance policy will always equal or exceed \$100,000 of coverage per year and will cover emergency medical evacuation or repatriation of remains if needed. It will not repatriate a live person in every situation, such as civil unrest or severe weather conditions.

Pre-Existing Conditions and Other Exclusions

In general, the insurance policy will not cover pre-existing medical conditions that began before the au pair's arrival to the U.S. The policy also has other exclusions that are detailed in the Insurance Brochure, which you will receive upon matching with your au pair.

Your au pair will also receive a copy of the current Insurance Brochure and will be provided access to the insurance policy website through Passport. If you have any questions about your au pair's insurance policy, please contact the InterExchange head office in New York at hfsupport@interexchange.org or by calling 1.800.AU.PAIRS (1.800.287.2477).

Traveling With Your Au Pair

Travel Outside the Cluster Area

To remain compliant with program rules, au pairs may not travel outside of the host family's geographic location, domestically or internationally, beyond a consecutive period of 30 days. This includes traveling alone or with the host family. If you plan to travel with your au pair outside of your local community, please contact your LC to discuss your plans. If traveling internationally, your au pair needs to research all the visa requirements of the countries to which she is traveling and ensure that she is able to re-enter the U.S. Au pairs who wish to re-enter the U.S. will need to have a multiple entry J-1 Visa. If your au pair has a single entry J-1 Visa or is on her extension year, she will not be able to re-enter the U.S. Please read the information below and contact us for more information about traveling with your au pair.

International Travel during the Initial Program Year

Whether your au pair is able to travel abroad and re-enter the United States depends on several factors. First, she must investigate whether she can obtain the correct visa or permission to enter the country to which she wishes to travel, including Canada and Mexico. This is usually done by contacting the country's Embassy or Consulate. If she has not obtained the necessary visa, she will not be allowed to board the plane to travel. Also, she must have an unexpired J-1 Visa with Multiple Entries permitted (stamped "M" under ENTRIES). If she has a Single Entry (stamped "S" under ENTRIES), she will not be able to re-enter the U.S.

The au pair must take her DS-2019 form with her when she travels abroad. The DS-2019 form must be signed and "Travel Validated" by a designated member of the New York staff. This validation is usually done at the Au Pair USA Orientation and Training Program in New York but it is up to au pairs to ensure this has been completed. Without this signature, there may be difficulty re-entering the U.S.

International Travel During the Extension Period

International travel during the Extension Period is neither simple nor straightforward. All of the requirements that apply during the initial year also apply during the Extension Period. But even though your extended au pair will have an updated DS-2019 form that reflects her new Program Begin Date, she will most likely have a J-1 Visa in her passport that expired during the initial 12-month program period. Therefore, if your au pair travels abroad during the extension period, she will not be able to re-enter the U.S. unless she has secured a new visa while abroad. In order to secure a new J-1 Visa, your au pair would have to schedule an appointment at a U.S. Embassy or Consulate outside of U.S. borders. There is no guarantee that this visa request would be approved. If the request is not approved, your au pair will not be allowed back in the U.S. to continue her Extension Period.

Vacationing With Host Families

If an au pair is performing childcare duties during a family vacation, then her vacation days cannot be applied to the family vacation; she is still working. However, if the au pair has no duties during the family vacation, that time can count as her vacation. Please take note that rules regarding au pair accommodations still apply during a vacation. Therefore, your au pair must have a private room and access to three meals a day. Further, all regulations regarding hours and required time off still apply.

TIP

While your au pair may not arrive to the U.S. with any set plans for travel or vacations, she may be asked to join in with other au pairs' planned trips. Keep the discussion ongoing about her travel plans so that no one is caught by surprise later.

The Extension Program

Au pairs who are on track to successfully complete their program are eligible to apply for a one-time program extension of six, nine or 12 months. This one-time extension is subject to InterExchange's pre-approval and requires the U.S. Department of State's final approval. In order to be eligible for this extension opportunity, your au pair must be on track to complete her program's educational requirements by the 11th month of her program year.

In order to help facilitate a possible extension, we contact host families and au pairs four months prior to the scheduled end of their program.

Extension Application Deadline

If your au pair wishes to extend her program for an additional six, nine or 12 months she must submit her complete Extension Application to InterExchange at least 45 days before the end of her Au Pair Program year as it is recorded on her DS-2019 form. Applications that are received by InterExchange after this deadline will not be processed.

Extension Request Process

Au pairs who wish to extend their program must submit the request through Passport by navigating to the "Extension" tab and following the instructions. Host Families will need to complete the Extension Agreement in Passport. You can navigate there using the Quick links option "Extend our au pair's program" or by navigating to the "Au Pairs" tab and selecting the "Extension Request" subtab.

Extension Application Processing Fee

The U.S. Department of State charges a non-refundable Extension Application Fee (currently \$367). InterExchange Au Pair USA will pay this fee on behalf of the au pair once we have pre-approved the Extension Application. We will invoice the host family (in the case that the au pair is extending with her current family) for this fee regardless of approval or denial of the application by the U.S. Department of State.

Extension Request Pre-Approval

Before InterExchange submits an Extension Request to the U.S. Department of State, we will verify that your au pair is in good standing and is qualified to extend her program. We will require proof that your au pair has successfully completed the program's educational requirements.

NOTE

While au pairs who will be finishing their program at the end of the initial 12-month program have the full 12-month period to complete the educational requirements, au pairs who wish to extend must complete the same educational requirements in less than 11 months, since proof of completing these requirements must be submitted along with the Extension Request. The U.S. Department of State will not make exceptions.

Extending With Another Host Family

While most au pairs extend their program with their current host family, there are some instances when an au pair will ask to be matched with another host family during the extension program. We will evaluate these requests individually.

Approved Extension Requests

Once your au pair's Extension Request has been approved by the U.S. Department of State, InterExchange will print an updated DS-2019 that reflects the new program dates. This new DS-2019 form needs to be kept together with all previously issued DS-2019 forms. InterExchange will also extend your au pair's insurance for the duration of the extension period.

The Extension Program Period

During the extension program period, all program regulations remain the same. Au pairs are required to complete the educational requirements and adhere to all program regulations. Au pairs are eligible for the same weekly stipend and time off each week and month. Vacation time and educational stipend requirements are as follows:

Extension Length	Paid Vacation Days	Educational Stipend
6-month extension	5.5 days	\$250 to complete 3 credits
9-month extension	8 days	\$500 to complete 6 credits
12-month extension	11 days	\$500 to complete 6 credits

International Travel During the Extension Period

International travel during the extension period is neither simple nor straightforward. Even though your extended au pair will have an updated DS-2019 form that reflects her new Program Begin Date, she will most likely have a J-1 Visa in her passport that expired during the first program period. Therefore, if your au pair travels abroad during the extension period, she will not be able to re-enter the U.S. unless she has secured a new visa while abroad.

In order to secure a new J-1 Visa, your au pair would have to schedule a new visa appointment at a U.S. Embassy or Consulate outside of U.S. borders. There is no guarantee that this visa request would be approved. While it happens infrequently, we have experienced a few cases where the au pair's visa was not approved and the au pair was not allowed to return to the U.S. to continue the program.

30-Day Travel Period for Extension Au Pairs

If your au pair extends her program, the optional 30-day travel period will be moved to the end of the new program period. Au pairs should not use the 30-day travel period between the first program year and the extension program period.

Transitions and Rematching

A transition is the process of ending the current placement so that the family can look for a replacement au pair, go on hold, or withdraw from the program. Conversely, the au pair may rematch or return home. Transitions may be requested by a host family, an au pair, or through a mutual decision. During the program year, there may be times when problems or misunderstandings occur. Keeping an open line of communication and holding regular meetings will go a long way to help prevent problems from escalating.

Pre-Transition

The Au Pair Program is a 52-week cultural exchange program. As such, your family is expected to invest significant time and effort in the initial and ongoing training of your au pair so that she can learn how best to meet your family's needs.

If you are unsatisfied with an aspect of your au pair's performance, you should discuss your expectations with your au pair so that she can try to modify her performance. It is a best practice to then allow for a two-week period to see if the issues resolve. If, after discussing the issues clearly and providing the au pair a chance to improve her performance, you are not seeing a change, you can ask your LC to mediate the situation. In this case, your LC will first discuss the problems with you to learn what behaviors you are trying to change. She will then discuss the situation with the au pair and listen to her perspective while reiterating your concerns.

If all parties agree that the situation has a chance of succeeding, then the placement will remain and your LC will follow up with all parties on a regular basis.

If it is agreed that the placement will not be successful, then the au pair or family may request a transition. Once a transition has been initiated, the following policies and procedures will need to be followed so that a satisfactory resolution can be found:

Transition Housing

In the event of a transition, the host family is required to provide the departing au pair with room and board for up to 14 days as needed. During this period, the host family may decide whether the au pair should continue or refrain from providing childcare assistance. If the au pair is to continue providing childcare, the host family must continue to pay the weekly stipend. If InterExchange needs to remove the au pair from the host family's home prior to the end of the 14-day period for any reason, the host family will be charged \$50 per day as an alternative housing stipend for the duration of the 14-day transition period.

No-Eviction Policy

A host family may never evict an au pair from the home. If a host family tries to evict an au pair, the family is violating the spirit of the cultural exchange and the requirements of program participation. In this case, InterExchange will have to reconsider whether the family is suitable for this type of exchange program.

Rematch Eligibility

To be eligible for a rematch, the host family must be in good standing with InterExchange. This includes having made good faith efforts to resolve any issues, having abided by the program rules and regulations and having acted in the spirit of the program. At the onset of a transition and throughout the process, InterExchange will seek to gather relevant

information from the host family, au pair and LC regarding experiences with the program to date. This information will be used to assess whether a rematch is suitable.

The Rematch Process

Families in transition will work directly with a member of the Transitions staff in the New York office of InterExchange. Eligible host families may seek a replacement au pair from the in-country or out-of-country pool of candidates. You will have the chance to interview the candidates before making the final selection.

Confirming a Rematch

Upon selecting a replacement au pair, the host family's program length will be adjusted to match the replacement au pair's remaining program term. This may result in a program term longer than the host family's original 52-week term. In these cases, the host family will be responsible for hosting the au pair for those additional weeks and paying for that time at the current Effective Weekly Rate. If the replacement au pair's term is shorter than the host family's original term, any fees paid by the host family for the unused weeks will be recorded as credits on the host family's account for use against future fees. Any remaining credits will be refunded to the host family at the end of the program according to the refund policy.

If your host family's current application is more than eight months old, you will need to submit an updated application before a new match can be finalized. This is to ensure that we have the most up-to-date information available on your family.

Alternative Childcare

InterExchange is aware of the pressing childcare needs of families and the inconvenience the rematch transition period may impose on a family. However, InterExchange cannot guarantee continuous childcare. Therefore, the host family may have to make alternate arrangements until a rematch is completed and the new au pair has arrived at the home. InterExchange will not provide any compensation for childcare costs or other expenses in the event of a transition.

Financial Obligations

As the placement with your current au pair comes to a close, it is necessary to clarify any outstanding financial obligations. Before the au pair leaves the host family home, both parties should do an accounting of outstanding monies owed. Au pairs may owe money to the host family for outstanding telephone bills or gym memberships. Host families may owe money for the stipend, educational stipend and/or unused vacation time. Au pairs and host families must resolve these issues together before the au pair leaves the host family's home. Once the au pair leaves the host family's home it becomes increasingly difficult for the host family and the au pair to resolve these issues.

InterExchange is not responsible for determining or collecting any outstanding debts owed to either party.

Unused or Unearned Vacation Days

Au pairs accrue one day per month of vacation after the first month. Host families should provide departing au pairs with at least \$35.50 per day for earned but unused vacation time that the au pair earned prior to the transition. Au pairs who used vacation that they had not fully earned, should reimburse the host family for those days, at a minimum of \$35.50 per day.

Unused or Unearned Education Stipend

Au pairs receive up to \$500 for the year from the host family to complete the Educational Requirement. Should an au pair leave the host family prior to the end of the year, she is to receive \$42 per month for each month she was an au pair with the present host family, to be used for educational courses already taken or future educational pursuits in the new host family's community. Should the au pair have received all or part of the educational stipend prior to leaving the family early, the au pair is required to reimburse the family \$42 per month for time that was not earned.

Program Ineligibility

If the family is not in good standing with InterExchange or factors have come to light that call into question the family's suitability for the program, InterExchange may decide that a host family is ineligible for further participation in the program and decline the request to rematch. Furthermore, there are occasions when InterExchange may decline to disclose the reason for its decision to the family in order to protect the privacy of those involved. If the host family is ineligible for further participation in the program, the refund policy will apply. In cases of serious program violations, the matter will be reported to the U.S. Department of State, which may conduct a more thorough investigation.

Withdrawal Policy

If a host family chooses not to match with another au pair following a transition, the family may withdraw from the program by submitting a written withdrawal request to its Transitions Coordinator. Host families should refer to their Host Family Agreement for the current refund policies.

Taxes

While InterExchange is not licensed to provide official tax advice and cannot counsel host families or au pairs in regard to tax inquiries, we do list resources on our website. We also update our blogs and send out tax filing reminders to au pairs every year.

Child and Dependent Care Tax Credit

Stipends paid to au pairs are eligible under the Child and Dependent Care Tax Credit. Your au pair must obtain a Social Security number or ITIN (Individual Taxpayer Identification Number) from your local branch of the Social Security Administration. To claim the credit, you can file Form 1040, Form 1040A or Form 1040T. Use your au pair's Social Security Number or ITIN as the tax identification number for the childcare provider.

Au pair stipends typically qualify as a dependent care provider expense under an employer's dependent care reimbursement programs. Please note that the program fees paid to InterExchange will not qualify as a child or dependent care expense. Contact your employer for specific guidance on this issue.

Au Pair Tax Status

In 1994, the U.S. Department of Labor determined that the au pair stipend constitutes "wages" because an employer-employee relationship exists. The minimum weekly stipend as of the printing of this handbook is at least \$195.75. Refer to IRS Publication 926, Household Employer's Tax Guide, for more details.

Social Security and Medicare Taxes

Au pair wages are rarely subject to Social Security and Medicare taxes because of the au pair's status as a J-1 nonimmigrant and as a non-resident alien.

If the au pair is a resident alien and her annual au pair wages exceed the applicable dollar threshold, then the host family must withhold Social Security and Medicare taxes and report them on Schedule H of Form 1040 and on Form W-2. You may need to apply for an Employer Identification Number (EIN) if required to withhold taxes and file a Form W-2. It is exceedingly rare that an au pair would be classified as a resident alien.

Income Tax Withholding

Because au pair wages are paid for domestic service in a private home, they are not subject to U.S. income tax withholding and reporting on Forms 941 and W-2.

Do Au Pairs Pay Taxes?

Au pair wages are included in the gross income of the recipients, and au pairs are required to file individual U.S. income tax returns. If they earn more than the standard deduction, au pairs will need to file a 1040 NR-EZ. As an IRS regulation, this matter is subject to change. We publish help for au pairs on our blog every tax season.

Federal Unemployment Taxes Act (FUTA)

Most au pairs are non-resident aliens, and therefore their host families would be exempt from paying federal unemployment taxes on their au pair wages. However, an au pair who had previously been in the United States as a student, teacher, trainee or researcher with an F, J, M or Q nonimmigrant status might be considered a resident alien during her current stay in the United States.

Income Tax Filing

An au pair will almost always be a non-resident alien (NR) and will be required to file Form 1040NR-EZ to report au pair wages. As a non-resident alien, the au pair is ineligible for the Earned Income Tax Credit, the Hope Credit and the Lifetime Learning Credit. An au pair is not a student in the United States, and therefore is not eligible to exclude au pair wages from gross income under the student article of any U.S. income tax treaty.

Additional Resources

Should you have any further questions, please consult the following resources:

- ▶ Internal Revenue Service website: www.irs.ustreas.gov
- ▶ Internal Revenue Service Information: 1.800.829.1040
- ▶ Your preferred tax professional

The End of the Year

Prepare to Say Goodbye to Your Au Pair

As your au pair's program begins to wind down, the idea of her leaving may begin to affect a variety of aspects of your life. Your au pair will inevitably feel anxious about leaving the life she has established in the U.S. and about returning home. Your children may have trouble expressing how they feel about her coming departure and may start to behave differently. Host parents may be interviewing their next au pair or preparing for her arrival. In short, no one will be unaffected by your au pair's pending departure. Here are some tips to make the transition as smooth as possible:

Throughout the Year

Remember to discuss the temporary nature of the program with your family throughout the year. Ask your au pair what adventure she's planned next. Talk to your children about how your au pair's family and friends miss her and are going to be so excited to see her. Discuss the ways you are going to keep in touch over Skype, email or text message. Talking about her next steps in life will help make for a smoother process.

In the Last Two Months

Schedule a sit-down meeting with your au pair about six to eight weeks before her departure to talk about your expectations for the final weeks of the year.

- ▶ Let your au pair discuss any items still on her "wish list" that she wants to achieve before going home. Ask her how she will feel if she doesn't get to do everything on the list.
- ▶ Ask her about the logistics of going home. Is she prepared to pack everything? Does she have to send anything home? Would she like to donate items to a charity?
- ▶ Decide on a final work day (this shouldn't be after the program end date on the DS-2019 form). Also, discuss the date that she will depart from your home and what role your family will play in this departure. For example, does she need a ride to the airport?
- ▶ Let her know that you understand there will be a lot of different emotions, excitement and last-minute events surrounding her departure, but you are still going to depend on the high level of childcare to which you have become accustomed.
- ▶ Make a list of important dates, places and to-dos and follow up throughout the coming weeks.

The Last Few Weeks

Make a "checkout list" a couple weeks in advance and go over it with your au pair. Include instructions on the following:

- ▶ How she should leave her bedroom (i.e. remove bedding, etc.)
- ▶ What to do with her mobile phone
- ▶ What to do with extra toiletries or other miscellaneous items
- ▶ Returning any borrowed items such as library books
- ▶ Cancelling any local memberships or accounts

- ▶ Getting taken off the car insurance
- ▶ Changing her address with the post office, banks, schools, etc.

Saying Goodbye

As the end of the year gets closer, talk to your au pair about how she would like to say goodbye to your family. We recommend organizing a special dinner or small celebration. Enlist your children in the preparations for this event by having them make colorful “Goodbye” signs and cards. You may also want to consider giving your au pair a personal gift that will remind her of her time with your family. Having a nice goodbye celebration will put a positive spin on what will be a difficult time for everyone. Don’t forget to let your au pair know how much you appreciate all that she has done during the program!

The 30-Day Travel Period

According to the terms of your au pair’s J-1 Visa, upon successful completion of the program, she is entitled to make use of a travel period of up to 30 days. During this time, your au pair may travel in the U.S. to gain a better understanding of the country. Since her J-1 Visa and DS-2019 form will have expired by this point in the year, she will not be able to leave the U.S. and re-enter during this 30-day travel period. For this reason, we advise that au pairs use this time to explore the U.S. rather than other countries.

Working During the 30-Day Travel Period

It is strictly forbidden for your au pair to engage in any employment during this 30-day period. Working during this period is a violation of the terms of the au pair visa and the immigration laws of the U.S.

The 30-Day Travel Period Insurance

Your au pair has accident and sickness insurance coverage while she is an au pair on the Au Pair USA Program. This coverage does not cover the 30-day travel period that takes place after finishing the program. For this reason, if your au pair decides to travel in the United States for any length of her 30-day travel period, we strongly recommend that she purchases supplementary accident and sickness insurance through InterExchange. You au pair can follow the instructions in the End of Year tab in Passport to request and pay for this coverage.

Your Au Pair’s Return Flight

Upon successful completion of the Au Pair Program, your au pair is entitled to a flight back to her home country. This flight will be arranged and provided by InterExchange after consulting with your au pair. Return flights must leave from an international airport near your home. If the au pair is traveling outside of your local area and wishes to fly from a different airport, she will have to pay the difference between the cost of the flights.

The return flight must travel to the same airport from which your au pair originally departed, unless this was not one of InterExchange’s designated international airports, in which case she will return to the closest InterExchange’s designated international airport to her original departure location. Again, if she wishes to fly to a different airport, she will be responsible for the difference in price between the tickets.

Your au pair will receive a message from InterExchange four months before the end of her program asking for three date options for her flight home. InterExchange will try to

accommodate your au pair's top choices for return dates but ultimately we will select the best flight based on our contracts and availability. The earlier your au pair requests her flight, the more likely it is that she will get the return date that she wants.

The deadline to submit the flight request info is 45 days before your au pair's program end date. If your au pair submits her flight request after this deadline, she will have to pay a late fee of \$200 when her ticket is issued. Your au pair's flight must be scheduled to depart the U.S. no more than 30 days after her Program End Date. Requests for flights departing more than 30 days after this date will not be honored and au pairs will have to pay for the cost of their flight home.

If your au pair must change her flight after the ticket is issued, she will be responsible for paying any airline change fees and price increases. If your au pair requests a flight but does not use the flight, she will be responsible for paying the price of the ticket to InterExchange and the cost of her new flight home.

Au Pair Program Regulations

§62.31 Au pairs.

- (a) **Introduction.** This section governs Department of State-designated exchange visitor programs under which foreign nationals are afforded the opportunity to live with an American host family and participate directly in the home life of the host family. All au pair participants provide child care services to the host family and attend a U.S. post-secondary educational institution. Au pair participants provide up to forty-five hours of child care services per week and pursue not less than six semester hours of academic credit or its equivalent during their year of program participation. Au pairs participating in the EduCare program provide up to thirty hours of child care services per week and pursue not less than twelve semester hours of academic credit or its equivalent during their year of program participation.
- (b) **Program designation.** The Department of State may, in its sole discretion, designate bona fide programs satisfying the objectives set forth in paragraph (a) of this section. Such designation shall be for a period of two years and may be revoked by the Department of State for good cause.
- (c) **Program eligibility.** Sponsors designated by the Department of State to conduct an au pair exchange program shall;
- (1) Limit the participation of foreign nationals in such programs to not more than one year;
 - (2) Limit the number of hours an EduCare au pair participant is obligated to provide child care services to not more than 10 hours per day or more than 30 hours per week and limit the number of hours all other au pair participants are obligated to provide child care services to not more than 10 hours per day or more than 45 hours per week;
 - (3) Require that EduCare au pair participants register and attend classes offered by an accredited U.S. post-secondary institution for not less than twelve semester hours of academic credit or its equivalent and that all other au pair participants register and attend classes offered by an accredited U.S. post-secondary institution for not less than six semester hours of academic credit or its equivalent;
 - (4) Require that all officers, employees, agents, and volunteers acting on their behalf are adequately trained and supervised;
 - (5) Require that the au pair participant is placed with a host family within one hour's driving time of the home of the local organizational representative authorized to act on the sponsor's behalf in both routine and emergency matters arising from the au pair's participation in their exchange program;
 - (6) Require that each local organizational representative maintain a record of all personal monthly contacts (or more frequently as required) with each au pair and host family for which he or she is responsible and issues or problems discussed;
 - (7) Require that all local organizational representatives contact au pair participants and host families twice monthly for the first two months following a placement other than the initial placement for which the au pair entered the United States.
 - (8) Require that local organizational representatives not devoting their full time and attention to their program obligations are responsible for no more than fifteen au pairs and host families; and
 - (9) Require that each local organizational representative is provided adequate support services by a regional organizational representative.

- (d) ***Au pair selection.*** In addition to satisfying the requirements of §62.10(a), sponsors shall ensure that all participants in a designated au pair exchange program:
- (1) Are between the ages of 18 and 26;
 - (2) Are a secondary school graduate, or equivalent;
 - (3) Are proficient in spoken English;
 - (4) Are capable of fully participating in the program as evidenced by the satisfactory completion of a physical;
 - (5) Have been personally interviewed, in English, by an organizational representative who shall prepare a report of the interview which shall be provided to the host family; and
 - (6) Have successfully passed a background investigation that includes verification of school, three, non-family related personal and employment references, a criminal background check or its recognized equivalent and a personality profile. Such personality profile will be based upon a psychometric test designed to measure differences in characteristics among applicants against those characteristics considered most important to successfully participate in the au pair program.
- (e) ***Au pair placement.*** Sponsors shall secure, prior to the au pair's departure from the home country, a host family placement for each participant. Sponsors shall not:
- (1) Place an au pair with a family unless the family has specifically agreed that a parent or other responsible adult will remain in the home for the first three days following the au pair's arrival;
 - (2) Place an au pair with a family having a child aged less than three months unless a parent or other responsible adult is present in the home;
 - (3) Place an au pair with a host family having children under the age of two, unless the au pair has at least 200 hours of documented infant child care experience. An au pair participating in the EduCare program shall not be placed with a family having pre-school children in the home unless alternative full-time arrangements for the supervision of such pre-school children are in place;
 - (4) Place an au pair with a host family having a special needs child, as so identified by the host family, unless the au pair has specifically identified his or her prior experience, skills, or training in the care of special needs children and the host family has reviewed and acknowledged in writing the au pair's prior experience, skills, or training so identified;
 - (5) Place an au pair with a host family unless a written agreement between the au pair and the host family detailing the au pair's obligation to provide child care has been signed by both the au pair and the host family prior to the au pair's departure from his or her home country. Such agreement shall clearly state whether the au pair is an EduCare program participant or not. Such agreement shall limit the obligation to provide child care services to not more than 10 hours per day or more than 45 hours per week unless the au pair is an EduCare participant. Such agreement shall limit the obligation of an EduCare participant to provide child care service to not more than 10 hours per day or more than 30 hours per week.
 - (6) Place the au pair with a family who cannot provide the au pair with a suitable private bedroom; and
 - (7) Place an au pair with a host family unless the host family has interviewed the au pair by telephone prior to the au pair's departure from his or her home country.
- (f) ***Au pair orientation.*** In addition to the orientation requirements set forth at §62.10, all sponsors shall provide au pairs, prior to their departure from the home country, with the

following information:

- (1) A copy of all operating procedures, rules, and regulations, including a grievance process, which govern the au pair's participation in the exchange program;
 - (2) A detailed profile of the family and community in which the au pair will be placed;
 - (3) A detailed profile of the educational institutions in the community where the au pair will be placed, including the financial cost of attendance at these institutions;
 - (4) A detailed summary of travel arrangements; and
 - (5) A copy of the Department of State's written statement and brochure regarding the au pair program.
- (g) ***Au pair training.*** Sponsors shall provide the au pair participant with child development and child safety instruction, as follows:
- (1) Prior to placement with the host family, the au pair participant shall receive not less than eight hours of child safety instruction no less than 4 of which shall be infant-related; and
 - (2) Prior to placement with the American host family, the au pair participant shall receive not less than twenty-four hours of child development instruction of which no less than 4 shall be devoted to specific training for children under the age of two.
- (h) ***Host family selection.*** Sponsors shall adequately screen all potential host families and at a minimum shall:
- (1) Require that the host parents are U.S. citizens or legal permanent residents;
 - (2) Require that host parents are fluent in spoken English;
 - (3) Require that all adult family members resident in the home have been personally interviewed by an organizational representative;
 - (4) Require that host parents and other adults living full-time in the household have successfully passed a background investigation including employment and personal character references;
 - (5) Require that the host family have adequate financial resources to undertake all hosting obligations;
 - (6) Provide a written detailed summary of the exchange program and the parameters of their and the au pair's duties, participation, and obligations; and
 - (7) Provide the host family with the prospective au pair participant's complete application, including all references.
- (i) ***Host family orientation.*** In addition to the requirements set forth at §62.10 sponsors shall:
- (1) Inform all host families of the philosophy, rules, and regulations governing the sponsor's exchange program and provide all families with a copy of the Department of State's written statement and brochure regarding the au pair program;
 - (2) Provide all selected host families with a complete copy of Department of State-promulgated Exchange Visitor Program regulations, including the supplemental information thereto;
 - (3) Advise all selected host families of their obligation to attend at least one family day conference to be sponsored by the au pair organization during the course of the placement year. Host family attendance at such a gathering is a condition of program participation and failure to attend will be grounds for possible termination of their continued or future program participation; and
 - (4) Require that the organization's local counselor responsible for the au pair placement contacts the host family and au pair within forty-eight hours of the au pair's arrival

and meets, in person, with the host family and au pair within two weeks of the au pair's arrival at the host family home.

- (j) **Wages and hours.** Sponsors shall require that au pair participants:
- (1) Are compensated at a weekly rate based upon 45 hours of child care services per week and paid in conformance with the requirements of the Fair Labor Standards Act as interpreted and implemented by the United States Department of Labor. EduCare participants shall be compensated at a weekly rate that is 75% of the weekly rate paid to non-EduCare participants;
 - (2) Do not provide more than 10 hours of child care per day, or more than 45 hours of child care in any one week. EduCare participants may not provide more than 10 hours of child care per day or more than 30 hours of child care in any one week;
 - (3) Receive a minimum of one and one half days off per week in addition to one complete weekend off each month; and
 - (4) Receive two weeks of paid vacation.
- (k) **Educational component.** Sponsors must:
- (1) Require that during their initial period of program participation, all EduCare au pair participants complete not less than 12 semester hours (or their equivalent) of academic credit in formal educational settings at accredited U.S. post-secondary institutions and that all other au pair participants complete not less than six semester hours (or their equivalent) of academic credit in formal educational settings at accredited U.S. post-secondary institutions. As a condition of program participation, host family participants must agree to facilitate the enrollment and attendance of au pairs in accredited U.S. post secondary institutions and to pay the cost of such academic course work in an amount not to exceed \$1,000 for EduCare au pair participants and in an amount not to exceed \$500 for all other au pair participants.
 - (2) Require that during any extension of program participation, all participants (i.e., Au Pair or EduCare) satisfy an additional educational requirement, as follows:
 - (i) For a nine or 12-month extension, all au pair participants and host families shall have the same obligation for coursework and payment therefore as is required during the initial period of program participation.
 - (ii) For a six-month extension, EduCare au pair participants must complete not less than six semester hours (or their equivalent) of academic credit in formal educational settings at accredited U.S. post-secondary institutions. As a condition of participation, host family participants must agree to facilitate the enrollment and attendance of au pairs at accredited U.S. post secondary institutions and to pay the cost of such academic coursework in an amount not to exceed \$500. All other au pair participants must complete not less than three semester hours (or their equivalent) of academic credit in formal educational settings at accredited U.S. post-secondary institutions. As a condition of program participation, host family participants must agree to facilitate the enrollment and attendance of au pairs at accredited U.S. post secondary institutions and to pay the cost of such academic coursework in an amount not to exceed \$250.
- (l) **Monitoring.** Sponsors shall fully monitor all au pair exchanges, and at a minimum shall:
- (1) Require monthly personal contact by the local counselor with each au pair and host family for which the counselor is responsible. Counselors shall maintain a record of this contact;

- (2) Require quarterly contact by the regional counselor with each au pair and host family for which the counselor is responsible. Counselors shall maintain a record of this contact;
 - (3) Require that all local and regional counselors are appraised of their obligation to report unusual or serious situations or incidents involving either the au pair or host family; and
 - (4) Promptly report to the Department of State any incidents involving or alleging a crime of moral turpitude or violence.
- (m) **Reporting requirements.** Along with the annual report required by regulations set forth at §62.17, sponsors shall file with the Department of State the following information:
- (1) A summation of the results of an annual survey of all host family and au pair participants regarding satisfaction with the program, its strengths and weaknesses;
 - (2) A summation of all complaints regarding host family or au pair participation in the program, specifying the nature of the complaint, its resolution, and whether any unresolved complaints are outstanding;
 - (3) A summation of all situations which resulted in the placement of au pair participant with more than one host family;
 - (4) A report by a certified public accountant, conducted pursuant to a format designated by the Department of State, attesting to the sponsor's compliance with the procedures and reporting requirements set forth in this subpart;
 - (5) A report detailing the name of the au pair, his or her host family placement, location, and the names of the local and regional organizational representatives; and
 - (6) A complete set of all promotional materials, brochures, or pamphlets distributed to either host family or au pair participants.
- (n) **Sanctions.** In addition to the sanctions provisions set forth at §62.50, the Department of State may undertake immediate program revocation procedures upon documented evidence that a sponsor has failed to:
- (1) Comply with the au pair placement requirements set forth in paragraph (e) of this section;
 - (2) Satisfy the selection requirements for each individual au pair as set forth in paragraph (d) of this section; and
 - (3) Enforce and monitor host family's compliance with the stipend and hours requirements set forth in paragraph (j) of this section.
- (o) **Extension of program.** The Department, in its sole discretion, may approve extensions for au pair participants beyond the initial 12-month program. Applications to the Department for extensions of six, nine, or 12 months, must be received by the Department not less than 30 calendar days prior to the expiration of the exchange visitor's initial authorized stay in either the Au Pair or EduCare program (i.e., 30-calendar days prior to the program end date listed on the exchange visitor's Form DS-2019). The request for an extension beyond the maximum duration of the initial 12-month program must be submitted electronically in the Department of Homeland Security's Student and Exchange Visitor Information System (SEVIS). Supporting documentation must be submitted to the Department on the sponsor's organizational letterhead and contain the following information:
- (1) Au pair's name, SEVIS identification number, date of birth, the length of the extension period being requested;
 - (2) Verification that the au pair completed the educational requirements of the initial program; and

- (3) Payment of the required non-refundable fee (see 22 CFR 62.90) via Pay.gov.
- (p) *Repeat participation.* A foreign national who enters the United States as an au pair Exchange Visitor Program participant and who has successfully completed his or her program is eligible to participate again as an au pair participant, provided that he or she has resided outside the United States for at least two years following completion of his or her initial au pair program.

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 **InterExchange AU PAIR USA**

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