

Summary of Host Family Interviewing Training and Screen Shots

Department of State Regulations for the Host Family Interview

- Interview must take place in the home
- Must include a tour of the home (safety inspection)
- All family members must be present
- Interviewer cannot conduct reference checks or SEE visit
- Family orientation cannot be done at the time of the interview
- Families must be completely vetted before seeing student photos

Host Family Responsibilities & Expectations

Basic needs– separate bed (not trundle bed, futon or air mattress, mixed genders cannot share a room), suitable study area, three meals per day; HF decides how much \$ to spend on "extras"

Guidance – emotional support and medical decisions

Assist with **transportation**

Orientations (4)

Be available for **monthly contact from the AR and respond to YFU communications**

Gathering tools and completing the report?

Access the family's application and complete and submit the *Host Family Interview* report online after the interview. From the volunteer lounge, use the *HF Interview Questions* to have a conversation with the family so you can evaluate the family and complete the report. Be sure to print the *Host Family Report* from the volunteer lounge and use this form to take notes so you can complete the report later, online.

Accessing the application and then entering the report: From my.yfu, click on **Other** and then click **Host Family Interface**. Use the search function to highlight and find the host family name.

Before the Interview

STEP 3 Gather YFU interview tools

my.YFU.org

Grant Student Resources

- Use these links to access resources for the CEJX, FLEX, and YFS programs
 - CEJX Program Resources
 - FLEX Program Resources
 - YFS Program Resources

Host Family Screening Forms

Screening and Placement Forms

It is strongly preferred that data be entered directly into the Host Family Interface. Please use these documents only when absolutely necessary. Effective immediately (Updated 2016) YFU has returned to a single document for annual settings. No longer will you need to try to determine if families need one or two forms to be fully vetted. Both documents have been combined.

- **Host Family Interview Questions** (to be used as a guide only for the interview Report, does not need to be submitted)
- **Annual Host Family and Home Interview Report** (needs to be submitted for all families)
- **Family Reference Check** (needs to be submitted for ALL host families)
- **SEE Visit Checklist**
- **SEE Visit Explanation & Tips**
- **School Acceptance Form**

Before the Interview

STEP 2 Prepare- Read the host family application

Log into my.yfu.org

my.YFU.org

Account Host Family Account Contact Help Log Out

Student School Inquiry Lounge My Bookmarks My Folders Friends of YFU Other

Home My Account My Profile My Settings My Preferences My Reports My Documents My Applications My Agreements My Host Family Interface

Students who will be arriving in the next 7 days or high state or subcontinent

17 students in Community College

Sun, 1 Sep 13 12:00PM - 01:30 EDT

Reminder from the experts

- Getting to know the family "on-paper" will help you have an interesting, relaxed conversation.

Before the Interview

HF ADMIN APPLICATIONS SEARCH E-SIGNATURE

Account Menu Application Menu Utilities Menu

List of Host Family Applications - Search Result

HF Number	Family Name	Region	Field	Meeting Dates	Status	Submission Date
HF10200000	Stouffville	US	HS-00	Green	Open	
HF10200000	Holmborg	US	HS-00	Green	Open	
HF10200000	Holmborg	US	HS-00	Green	Locked	1/26/2016
HF10200000	Holmborg, ED, Michael William McCarter	US	HS-00	Green	Locked	8/20/2012
HF10200000	Holmborg	US	HS-00	Green	Locked	8/20/2012

► Use Control + F and type in the family name

Click to highlight family name in yellow

Click **View Host Family** to see where the family is in the process and view the application. From the drop-down, choose **Enter Report** to complete the report online.

Before the Interview

STEP 2 More preparations.....
Where is the family in the application process?

Account Menu Application Menu Utilities Menu

View Host Family

List of 2016 Host Family Applications (PA)

Account Menu Application Menu Utilities Menu

HF1541408

Agreement Photos Interview Reference Member Travel Comment

HF ADMIN APPLICATIONS SEARCH E-SIGNATURE

Account Menu Application Menu Utilities Menu

Holmborg Family | HF1541408 (cont File)

View Report

Account Menu Application Menu Utilities Menu

Host Family Agreement(s)

Name Sex

Michael William McCarter

Account Menu Application Menu Utilities Menu

Download Back Report

Upload Report

Enter Report

View Report

Cancel Report

Approve Report

YFU YOUTH FOR UNDERSTANDING