

Department of State Certification

Module 2: Regulations Governing Host Family
Screening, Selection, and Orientation



Pan Atlantic Foundation

Placing Distance

Placements can be made within a 120-mile radius of the Area Representative's home (determined by MapQuest, final determination by Pan Atlantic Foundation).

Prior to Student Departure Date

Before leaving their home country, the student must be informed of their host family and whether it is a temporary (welcome) host family or permanent host family.

This information is provided to the student's agent by the Pan Atlantic home office.

Timing for Submission of Host Family Application

Host families must be secured and screened and have fully completed their application prior to student's departure from their home country.

Host Family References

Host Families are screened by providing two personal references that are not family members or associated with Pan Atlantic Foundation.

Criminal Background Check

Host Families must be screened by background checks for everyone 18 and older during the time the student will be in the home (Pan Atlantic Foundation requires all family members 17 years or older, at the time of host family application submission, to complete a criminal background check).

Student Personal Information and Photographs

Student photos and identifying information (i.e. student's last name) may only be shared with someone who is fully vetted (approved as a host family).

Host Family Interview

Every member of the family, who lives in the house, must be present for the host family interview.

Financial Requirements

A family cannot host if they are not financially secure (must be above poverty level), or if they are receiving need-based government aid for housing and/or food.

Single Person Host Family Requirements

Additional screening is required for single person placements and the exchange student and natural parents must accept in writing.

Pan Atlantic Foundation requires a 3rd reference to be conducted by someone other than the Area Representative. This is conducted by the Regional Director or Pan Atlantic home office.

Place to Study

Host families must provide a quiet place for the student to study and place to store their belongings.

Host Family Compensation

Host families cannot be paid or reimbursed by money or gifts. It is a volunteer program.

Sharing Bedroom with Sibling

A student can share a room with only one other person of the same sex. The student must have their own bed. It cannot be inflatable or convertible.

Pan Atlantic requires that the child sharing the room with the student must be within 4 years of the student's age.

Required Photographs

Host Families must be screened by photos of the home:

- 1) Front of home
- 2) Back of home including grounds
- 3) Kitchen
- 4) Student bedroom
- 5) Bathroom student will use
- 6) Main living area
- 7) Happy family photo (required by Pan Atlantic Foundation)

These photos are part of the host family application that is sent to the student and their agent by the Pan Atlantic home office.

Double Placement

Placing two students in one home requires written permission from:

- 1) both students
- 2) both students' natural parents and
- 3) the host family.

If the student is not in the US, Pan Atlantic home office will obtain 1 and 2; Area Rep will obtain 3. If student is in the US, Pan Atlantic home office will obtain 2 and Area Rep obtain 1 and 3.

Placing two students in one home is permitted if students are not from the same country (or speak the same language).

Area Representative as Host Family

The same person cannot be both the Area Representative and host parent of the student.

A person cannot be an Area Representative for one organization and a host family for another organization.

Students Residing with Relatives

Students cannot live with any close or extended relatives.

Host Family Orientation

Host families must receive a copy of US Department of State regulations. This is included in the welcome email sent to the family by the Pan Atlantic home office.

After a Host Family has been fully screened, interviewed and approved, a Host Family Orientation must be conducted before each student arrives.

All host families must receive an orientation each time they host a new student.

Pan Atlantic requires that all families complete an online orientation. Area Reps will follow up with a more thorough and personalized orientation prior to student arrival.

Follow Up Visits

A permanent host family's home must be visited by someone other than their Area Representative within 60 days of student arrival.

A temporary (welcome) family's home must be visited by someone other than their Area Representative within 30 days of student arrival and every subsequent 30 days until the placement is permanent.

Host Family Change

If a student moves to another family, the Area Representative will document the reasons for the move. Pan Atlantic Foundation must report these moves to the Department of State annually.

Students must move to a fully vetted (approved) family who completes the host family orientation prior to the student move.