

This procedure describes the temporary adjustment to the standard Host Family Interview procedure in order to meet the requirement of In-Home Interviews during the COVID-19 pandemic, when In-Home Interviews are not possible due to local, state or federal guidance.

In order to facilitate placement of students for the 2020-2021 Academic Year, and allow for further processing of potential host families, until an In-Home Interview can be conducted before a student's arrival, a Virtual Interview may be conducted in advance of an In-Home Interview. This Virtual Interview will count toward vetting of the host family. A host family vetted using a Virtual Interview will allow the host family to be in contact with students, but not allow the student in the home until the physical space is considered vetted after an In-Home Interview has occurred. Once the In-Home Interview is conducted, and information verified, the Interviewer will complete a Confirmation of Assessment upon completing an In-Home Interview.

Virtual Interviews must cover the same information as the regular In-Home Interview and be conducted in a video format, using available video platforms and resources (Zoom, FaceTime, Skype, video call, etc.). The following conditions apply:

- The interviewees must show live video footage of the home and the rooms therein, as would normally be shown during an In-Home Interview (common areas, student's bedroom, student bathroom, front and back exits of house, etc.);
- Interviewers are to guide interviewees through the interview, including a home walk through. Interviewees must be sure that video footage is not rushed and clearly shows the available facilities, including entrances and exits to rooms inside and outside the home. A slow panoramic view of all spaces should occur, plus any parts of rooms not visible through such a round view. Ideally hosts narrate description of the space as they walk through;
- Interviewers are to use and complete Parts 1 and 2 of the Host Family Interview Form when conducting the Virtual Interview, and to the best of their knowledge, provide the information required therein;
- Interviewers should request that Interviewees submit photos as per Part 3 of the Host Family Interview form, and verify that such photos were accurate only at the time the In-Home Interview is conducted;
- It is understood that responses to Part 4 of the Host Family Interview Form will be given based on the Virtual Interview. Should changes to the Overall Assessment stated change after conducting an In-Home Interview, these shall be noted in Part 6 on the Host Family Interview Form

Questions? Please inbound@americancouncils.org