Frequently Asked Questions (FAQ)

Hosting a Participant of the Professional Fellows Program for Inclusive Disability Employment (PFP-IDE)

Program

What benefits do hosts obtain from hosting a Professional Fellow?

Hosts will have the opportunity to build new partnerships with skilled, committed inclusive employment advocates from **Kenya, Tanzania** and **Uganda** who they support through a **four-week placement** at the host's center. Fellows will receive training and mentorship in best practices for inclusive employment from their hosts and will develop an inclusive employment project under their host's guidance. Additionally, approximately **eight host representatives** will be funded to provide training, mentoring, or technical assistance to the Fellows they hosted in the Fellows' home country for a period of two weeks as a part of the outbound exchange. These eight host representatives are selected through an open competitive process initiated by a joint application submitted by the host representative and the fellow during their project development at the host site. There's no guarantee that any one applicant will be selected or given priority based on an existing relationship. **A greater number of host representatives may receive funding if host-related program expenses are limited.**

When will the Professional Fellows come to stay with hosts in the United States?

20 Fellows from **Kenya, Tanzania**, and **Uganda** will stay with the hosts for **four weeks**. Fellows will travel to the U.S. in two cohorts (Spring and Fall 2019), and will be based at their host sites during the following dates:

- **Spring 2019: April 27 – May 27, 2019**
- **Fall 2018: October 12 – November 11, 2019**

When and how does a program apply?

Prospective hosts are encouraged to regularly check the website for suggested deadlines but **the application system will remain open until all fellows are placed.** The application will be available at https://pfp-idefellowship.org/

Is it possible to apply to host Fellows during both Spring 2019 and Fall 2019?

Yes, prospective hosts can apply to host Fellows during either or both periods.

Host Responsibilities

What are the host responsibilities?
Hosts are responsible for coordinating the following:

- Supervision, training, and work experiences that support development of Fellows' knowledge of inclusive employment;
- A homestay with an American family for the Fellows during their stay at the host site;
- Access to at least one community service activity for Fellows;
- Access to but _not_ coverage of local transportation; and
- Access to events that expose Fellows to American society and culture.

What resources should potential hosts have?

Hosts should have expertise in inclusive employment policy or practice, provide a working environment, and be able to provide mentorship and supervision in a specialized area of inclusive employment for four weeks. Although it is not required, potential program hosts would benefit from having connections to Kenya, Tanzania, and Uganda (the three countries where Professional Fellows will be recruited).

How long will hosts be responsible for supporting Professional Fellows?

Hosts will support Professional Fellows in the United States for a 4-week period, during which time they will provide mentorship and work experience in a pre-agreed area of inclusive employment. Selected hosts will also have the opportunity to apply to participate in a fully-funded 2-week onsite training, mentoring, and technical assistance visit to their Fellows' home country to assist with project implementation (this is referred to as the outbound program). Approximately **eight hosts** will take part in this portion of the program, but more may be selected to travel abroad should hosts limit program expenses by providing Fellows with homestay accommodations. Outbound program participants must be U.S. citizens.

Where will Professional Fellows stay during their time in the United States?

Fellows will stay in local homestay accommodations identified by hosts. The program will reimburse expenses incurred by families that provide homestays. Homestay hosts are not responsible for preparing Fellows' meals or transporting them to the host site workplace. Fellows will be given a stipend to pay for their own groceries, meals and transportation.

Does the program provide reimbursement to hosts for expenses related to Fellows' accommodations?

Limited funds are available to cover costs related to accommodations for Fellows. Host programs are encouraged to utilized homestays as much as possible to reduce costs, as these accommodations are the least costly forms of housing. The funding that is saved through reduced costs may enable more hosts to participate in the outbound portion of the program by traveling abroad to provide support to their Fellow's inclusive employment project.

How many Professional Fellows must a host support?

There is no minimum number of Fellows that a host must support, nor is there a precise limit.

Who should Program Hosts contact in case of an emergency involving a Professional Fellow?

Program staff will be available at all times and will coordinate with hosts in facilitating the fellowships and addressing complications that may arise. Fellows will have emergency health insurance provided through the U.S. Department of State Accident and Sickness Program for Exchanges (ASPE), and will be encouraged to bring all necessary prescription medications with them while in the U.S.

Fellows

How will Hosts be matched to Professional Fellows?

The host application asks for information related to current projects and programs in inclusive employment. Hosts will be matched with Fellows whose professional interests and goals align with available opportunities. The intention is to identify the host sites who can best provide the experiences desired by the selected Fellows. If a potential host would like to host a specific Fellow with whom they have an existing relationship, both parties are both encouraged to note this in their respective applications, to facilitate the match.

How will the program support efforts to share knowledge of inclusive employment and build relationships between Fellows and hosts?

AUCD and its partners will conduct weekly webinars where Fellows can regularly share their experiences working with their hosts and discuss lessons learned and progress with their follow-on project with their peers at other sites.

Are U.S. embassies and officials at the U.S. Department of State involved in vetting and matching Fellows with Program Hosts?

U.S. embassies and U.S. Department of State officials play a critical role in overseas program outreach and are involved during the review process. Embassy officials may identify applicants who they believe to be outstanding candidates for the Fellowship. The application review committee will assess these alongside all other submissions from prospective Fellows.

Logistics

How are travel costs covered?

For Fellows, the program covers program-related flight costs to, from and within the U.S. for all Fellows. Fellows will be given a stipend to pay for their own groceries, meals and transportation. The program also provides a per diem that Professional Fellows can use for limited incidental expenses. Housing costs are also covered by the program.

Hosts that are selected to travel abroad to provide support to Fellows' inclusive employment projects at the end of the fellowship will have their program-related flight costs covered. The program will also provide a per diem that hosts can use for their own limited incidental expenses during the outbound portion of the program.

Do participants receive health coverage?

All exchange participants are enrolled in the Accident and Sickness Program for Exchanges (ASPE), a limited health care benefit plan designed to pay covered medical expenses related to accidental injury or illness.