



## CCI Greenheart Work & Travel Program: Self-Arranged Job Offer Letter to Employers Regarding Self-Arranged Job Offers

Dear CCI Greenheart Host Organization,

CCI Greenheart is a not for profit organization designated by the **US Department of State** as a sponsor of the J1 Summer Work and Travel (SWT) visa program (designation number P-3-05807). We are responsible for the whereabouts and well-being of all participants under our sponsorship during their time in the United States.

The information provided on the **CCI Greenheart Self-Arranged Job Offer (SAJO)** details aspects of your business and the job details specific to each participant you have agreed to hire. All fields of the SAJO are required to be completed and CCI Greenheart staff will contact you by phone to confirm these details once we receive the SAJO. **Participants are prohibited from starting work prior to CCI Greenheart's approval of the placement.**

In addition to confirming job details, CCI Greenheart is also required to ask questions regarding your business to ensure your company meets the requirements of the J1 Summer Work and Travel Program (SWT). Companies are considered appropriate if they meet the below criteria:

- Positions are seasonal or temporary and this can be proven with documentation. Seasonality means your business has a "peak season" where your sales/business increases. Temporary would be a one-time occurrence where you have a need for extra employees.
- Positions include significant interaction with Americans, including speaking English while on the job, and are not on the list of prohibited positions: <http://www.cci-exchange.com/work-travel-regulations/>
- Positions do not displace American workers, the company has not experienced layoffs for the past 120 days, and does not have workers currently on lockout or strike
- Location of business offers safe, convenient and reasonably priced housing and transportation options and opportunities for cultural activities and community engagement. As an employer of J1 SWT participants, you are expected to assist participants in engaging in the community and participating in cultural events. This can be anything from arranging trips to local sites to hosting dinners/parties for employees.
- Position provides sufficient income for day-to-day living and **does not** require J1s to work hours predominantly between 10pm and 6am

**CCI Greenheart must also receive 2 documents:** the information page of your **Workers' Compensation rider** that proves coverage (must include your business name and address where the participants are working, insurance company name, policy number, and dates the policy is valid) and a copy of your **Business License** (any kind of official license or permit for your business should do) proving your business is legal to do business in its location (the actual worksite where the participant(s) will be working). **Department of State regulations** require visa sponsors to collect these documents and they must be current. If you are not required to have any licenses or permits, we can research your business on the state's Secretary of State website to ensure you are Active or In Good Standing. If you are not required to have Workers' Compensation, we do not require a document, but would need an explanation and/or proof of the exemption.

Verification of the SAJO and business details ensures that all participants under CCI Greenheart sponsorship are legally employed by a respectable business and receiving adequate wages and employment conditions as described on the contract. The agreement terms of the SAJO can be found in more detail by going to the link above your signature field. Once you are approved by CCI Greenheart, you will receive log-in information to a CCI Online Account. As a host employer for J1 SWT participants, you are required to notify CCI Greenheart of the following:

- When each participant arrives to you
- If any participant fails to arrive, leaves early for any reason (including being fired) or if any job condition changes
- If there is any emergency situation involving the participant(s)

Please note that while J1 participants are to be treated the same as American employees, they are exempt from paying Social Security, Unemployment, Medicare, and FICA taxes. Feel free to reference the Resources section in your CCI Online account for more details on this.

If you have any questions or concerns regarding the SAJO, other CCI Greenheart program requirements, or about our program in general, please contact CCI Greenheart at 866-684-9675. Thank you for your time and cooperation and best of luck for a successful season!

Best Regards,  
The Work and Travel Staff



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All participants finding their own job must complete this job offer, including required signatures, and return the first page to CCI Greenheart. If completed by the employer, this form should be sent directly to the participant. ALL participant jobs must be confirmed by CCI Greenheart PRIOR to starting work.

EMPLOYER INFORMATION			
Parent Company Name		"DBA" Business Name	
Website		Tax ID / FEIN#	Total # of Employees # of International Staff
Primary Business Address		Worksite Address, if different from Primary Address (no PO Boxes!)	
City	State	Zip	City State Zip
Name of person extending this job offer		Name of supervisor assigned to participant	
Title	Email	Title	Email
Telephone (MUST be worksite #)	Mobile/Off-season Phone		
Company Activities			

JOB DESCRIPTION			
Job Title		Job is valid FROM	Job is valid TO
Description of general job duties		Identify any uniforms, safety equipment, etc., participant must provide:	
Estimated # of hours/week (min 32 average)	Number of days / week	Est. cost of uniforms, equipment, etc.	
Hourly wage (not including tips)	Pay frequency (how often paycheck rec'd)	Overtime availability	Overtime wage

YES, I PROVIDE HOUSING (EMPLOYER) (it is best practice for employers who do not provide housing to assist with housing & transportation leads.)			
Notice: housing must be safe, reliable, convenient, and in accordance with all local laws/ordinances			
Deposit Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Deposit Amount	Housing cost / month	Are costs deducted from paycheck? Yes <input type="checkbox"/> No <input type="checkbox"/>
# of bedrooms	# of tenants per room	total # of tenants in unit	
Distance from housing to job site	Is transportation available? Yes <input type="checkbox"/> No <input type="checkbox"/>	Utilities included in rent	Utilities, NOT included in rent
Kind of transportation from housing to job	COST of transportation from housing to job		Utilities COST, not included in rent

EMPLOYER AGREEMENT	
<i>The CCI Greenheart (CCI-GH herein) is a U.S. Department of State Designated Work and Travel Program sponsor. This document serves as an employment agreement between the business and the WT participant named on the CCI-GH job offer. This agreement is not valid until CCI-GH has fully screened, vetted, and approved the organization named in the CCI-GH job offer. For purposes of this agreement, "WT participant" refers to the foreign participant entering the U.S. temporarily, under CCI-GH's J-1 Summer Work Travel visa sponsorship. Continued sponsorship and cooperation is contingent upon adherence to all CCI-GH program rules and U.S. Department of State Summer Work Travel regulations (22 C.F.R. Part 62). CCI-GH cannot be held responsible for the actions of participants under CCI-GH sponsorship, including employment performance and workplace suitability, nor any liabilities created, assumed, or incurred by the participants. By signing this agreement, and as an authorized representative of my business, I agree to the Employer Placement/Housing terms of agreement found here: <a href="https://docs.cci-exchange.com/work-programs/swt/placement-agreement-employer">https://docs.cci-exchange.com/work-programs/swt/placement-agreement-employer</a></i>	
Business Representative's Name (Please print):	TITLE:
Business Representative's Signature:	DATE:

PARTICIPANT AGREEMENT		
<i>By signing this agreement, I hereby confirm that I have read and agree to all terms of the PARTICIPANT TERMS AND CONDITIONS submitted with my application. I agree to the Participant Placement/Housing terms of agreement found here: <a href="https://docs.cci-exchange.com/work-programs/swt/placement-agreement-participant">https://docs.cci-exchange.com/work-programs/swt/placement-agreement-participant</a></i>		
FIRST NAME (Please print):	LAST NAME:	CCI ID#:
Participant's signature of acceptance:	DATE:	

If your Employer does NOT provide housing
If your employer does not provide housing for you, you are required to explain your plan for finding suitable housing. What is your housing address in the USA? If not known, please explain your plan to find housing here. Be specific!