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| **Maintaining Contacts & Visits**

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| We are approaching the halfway point of our program year and the holiday season! We want to thank you for your hard work in supporting our students so far. Your role as Compliance Coordinator is imperative to the success of your team in contacts & visit compliance, leading to less support issue & moves.   As we welcome in the holiday season, we encourage you to check in with your liaisons about what is required of them during this period. This is the time of year that we see a drop in contact & visit compliance and an increase in non-compliant moves related to support issues and holiday travel.  |

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**Winter Reminders****Fall In-Person Host Family Contact**: liaisons must contact the host family once in the fall (prior to January 1st) and once in the spring (after January 1st). If any liaisons have not yet completed this in-person contact for the fall semester, please remind them to schedule and complete this asap.  **January contacts for Semester Students**: For semester students **departing** in January, remember that contacts will still be required for that month even if their departure date is in early January.   For semester students **arriving** in January, remember that the student must be contacted **within the month of arrival,** even if their arrival is January 31st. We encourage liaisons to complete a [1=4 visit](https://myafshelp.afsusa.org/hc/en-us/articles/115002790228-Contacts-Visit-Requirements). If possible, we recommend liaisons visit the student and host family in the home by January 31st. This 1 visit will fulfill 4 requirements: the Student In-Person Contact, the 30- or 60-Day In-Home Visit, and the January Student and Host Family Monthly Contacts. Diagram, timeline  Description automatically generated**Prudent Parent stays** over the holidays are common. Liaisons should review our [FAQ page](https://myafshelp.afsusa.org/hc/en-us/articles/115004680868-Prudent-Parent-Stays) as to what qualifies a Prudent Parent stay. A liaison **cannot** be a Prudent Parent for a student for whom they are a liaison. Should a liaison need to host a student they must be a fully screened Host or Event family, depending on the length of stay. Please see our [Student Visit Page](https://myafshelp.afsusa.org/hc/en-us/articles/5106416763159-What-is-a-Student-Visit-) to reference visit scenarios and the necessary processes.

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**AFS-USA Office Hours**The AFS-USA Office will be closed starting December 23rd at 2pm until January 3rd. During this time, should there be an emergency please reach out to the [AFS-USA Duty Officer](https://myafshelp.afsusa.org/hc/en-us/articles/115002068248-Notify-the-Duty-Officer-DO-) at 1-800-237-4636 ext. 9.   |

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| [Log Contacts & Visits](http://usa.afsglobal.org/AFSGlobal/VolPortal/ContactsAndVisits.aspx?type=menu)   divider

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