



Greenheart Exchange Work and Travel Program: Self-Arranged Job Offer (SAJO)

Letter to Host Organizations Regarding Self-Arranged Job Offer (SAJO)

Dear Greenheart Exchange Host Organization,

Greenheart Exchange is a not-for-profit organization designated by the **U.S. Department of State** as a sponsor of the J-1 Summer Work Travel (SWT) visa program (designation number P-3-05807). Greenheart Exchange is responsible for monitoring the whereabouts and wellbeing of all participants under our sponsorship during their time in the United States.

The information provided on the **Greenheart Exchange 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 Greenheart Exchange staff will contact you by phone to confirm these details once we receive the SAJO. **Participants are prohibited from starting work prior to Greenheart Exchange's approval of the placement.** By signing and submitting this document, you understand and agree to this condition for employing Summer Work Travel participants.

In addition to confirming job details, Greenheart Exchange is also required to ask questions regarding your business to ensure your company meets the requirements of the J-1 SWT program. 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.greenheartexchange.org/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, opportunities for cultural activities, and community engagement. As a host organization of J-1 SWT participants, you are required 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. Greenheart Exchange will be collecting information on cultural activities your organization identifies for participants on monthly basis throughout the duration of their employment at your company.
- Position provides sufficient income for day-to-day living expenses and **does not** require J-1 SWT participants to work hours predominantly between 10pm and 6am.

Greenheart Exchange must also receive two 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 issued by the state where your business is located) 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, Greenheart Exchange **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, Greenheart Exchange does 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 Greenheart Exchange 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 Greenheart Exchange to employ the J-1 SWT program participant, you will receive log-in information to an online account. As a host organization for J-1 SWT participants, you are required to notify Greenheart Exchange immediately of the following:

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

Please note that while J-1 SWT 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 online account for more details on this (only host organizations who have previously worked with Greenheart Exchange have online accounts created. New host organizations will have an online account created upon receipt of a complete SAJO).

If you have any questions or concerns regarding the SAJO, other Greenheart Exchange program requirements, or about our program in general, please contact Greenheart Exchange at 1-866-684-9675. Thank you for your time and cooperation and best of luck for a successful season!

Best Regards,
Greenheart Exchange Work and Travel Department



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Submit a complete offer with both signatures to Greenheart Exchange. ALL participant jobs must be approved by Greenheart Exchange PRIOR to starting work. If handwritten, please print clearly and legibly.

HOST ORGANIZATION INFORMATION			
Parent company name:		"DBA" Business name:	
Website:		Tax ID / FEIN #:	Total # of employees: Total # of international staff:
Primary business address:		Worksite address, if different from primary address (no PO Boxes):	
City:	State:	Zip:	City: State: Zip:
Full Name of person extending this job offer (include first, middle and last name):		Alternate contact, manager or supervisor name (include first, middle and last name):	
Title:	Email:	Title:	Email:
Telephone (MUST be worksite #):	Mobile/off-season phone:	Addresses for additional sites of activity:	
Cultural activities offered:			
JOB DETAILS			
Date interviewed:	Job title:	Program start date:	Program end date:
Description of general job duties:		Identify any uniforms, safety equipment, etc., participant must provide:	
Estimated number of hours/week (min 32 average):	Tipped position: Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of days / week (must be a range or a number):	Est. cost of uniforms, equipment, etc.:
Hourly wage (not including tips):	Pay frequency (how often is paycheck received):	Overtime availability: Yes <input type="checkbox"/> No <input type="checkbox"/>	Overtime wage:
HOUSING: Note: housing must be safe, reliable, convenient, and in accordance with all local laws/ordinances.			
Who arranges housing for the participant?			
Host organization <input type="checkbox"/> Sending agency <input type="checkbox"/> Participant <input type="checkbox"/> Other <input type="checkbox"/> Please specify:			
Housing details are: Available below <input type="checkbox"/> Not ready yet <input type="checkbox"/> (If not yet ready, explain why and provide more information on the plan for securing suitable housing. Include a minimum of 2 housing leads that you are following up with):			
Housing details will be ready by _____. Greenheart Exchange should be informed of these details at least 30 days prior to their program start date. We reserve the right to request more information.			
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"/>
Housing type (house, apartment, hotel, cabin, dormitory, etc.):	Number of bedrooms:	Number of tenants per room:	Total number of tenants in unit:
I understand that there must be one bed per participant. No air mattresses or mattresses placed directly on a floor are allowed. Yes <input type="checkbox"/>			
Housing Address:	Distance from housing to job site:	Utilities included in rent:	Utilities, NOT included in rent:
Is transportation available? Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of transportation from housing to job:	Cost of transportation from housing to job:	Utilities cost, not included in rent:
HOST ORGANIZATION AGREEMENT			
Greenheart Exchange is a U.S. Department of State designated SWT program sponsor. This document serves as an employment agreement between the business and the WT participant named on the Greenheart Exchange job offer. This agreement is not valid until Greenheart Exchange has fully screened, vetted, and approved the host organization named in the Greenheart Exchange job offer. For purposes of this agreement, "WT participant" refers to the foreign participant entering the U.S. temporarily, under Greenheart's J-1 Summer Work Travel visa sponsorship. Continued sponsorship and cooperation is contingent upon adherence to all Greenheart Exchange program rules and U.S. Department of State Summer Work Travel regulations (22 C.F.R. Part 62). Greenheart Exchange cannot be held responsible for the actions of participants under Greenheart Exchange 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 Host Organization Placement/Housing terms of agreement found here: https://docs.cci-exchange.com/work-programs/swt/placement-agreement-employer			
Business Representative's Name (Please print):		Title:	
Business Representative's Signature (E-signatures are not allowed):		Date:	
PARTICIPANT AGREEMENT			
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: https://docs.cci-exchange.com/work-programs/swt/placement-agreement-participant			
First Name (Please print):	Last Name:	Greenheart Exchange ID#:	
Participant's Signature of Acceptance:		Date:	