

Mandatory Reference: 253
 File Name 253maa_061704_cd36
 Revision: 06/17/2004
 Effective date: 06/18/2004

Detailed Guide for Training Results

This document is a mandatory reference for ADS 253.

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Foreword:

USING THIS GUIDE

The information provided in this ADS 253 mandatory reference is intended to make the job easier for USAID Sponsoring Units of host-country national training and for contractors or grantees affiliated with those units. Some of the readers may be relatively new to the process.

Taking a little time to arrange these pages into a useful resource will pay dividends later as you navigate your way. The electronic version allows you to print, highlight, and organize this guide in a way that best suits your needs.

Never hesitate to ask questions from more experienced training practitioners. Good luck!

I. Planning and Implementing Training Activities

Training transfers new skills, knowledge, and attitudes for the purpose of improving the performance of individuals and their associated organizations, offices, or work units. Strategic training answers questions such as a) what needs to be done differently, i.e., better, faster, more efficiently in order to reach a given objective, and b) what other conditions need to be in place in order for the newly acquired skills, knowledge, and attitudes to be applied effectively. This strategic approach goes beyond the individual skills level, beyond the individual performer, and begins with the organizational context in which the performance takes place. It acknowledges that not only skills and knowledge, but also factors such as internal structures, policies, clarity of mission, work environment, equipment, etc., bear heavily on an individual's performance. Best practices show that a more holistic approach to performance yields greater returns on training investments. Sponsoring Units are encouraged to consider the broader operational context in which the participant's newly acquired skills, knowledge, and attitudes will be applied.

Contractor Selection, Participant Eligibility/Conditions, and Dependent Travel

Contractor selection:

USAID units sponsoring participant training have the option of selecting a single programming contractor, or they may choose multiple contractors if considered desirable. However, the selected programming contractor must be experienced in the function and competent to apply all "best practices" under ADS 253.

Participants:

Bear the following considerations in mind when establishing selection criteria for participants:

- A. USAID Strategic Objective (SO) Teams and implementers, working with the host country, and private sector counterparts or stakeholders, should agree on selection criteria that conform to USAID-wide guidelines and meet the requirements of the country, the development activity, and the SO. These criteria are incorporated into activity contracts, cooperative agreements, and grants.
- B. The selection criteria should ensure the selection of individuals who have the greatest potential to bring about change and contribute (substantially) to the development objectives of USAID and the host country. Openness, equity, and transparency must be evident in the selection process.
- C. The selection process is most effective when it includes Mission, host country, and private sector officials.

D. Participants must meet the criteria established in ADS 206, Prohibition of Assistance to Drug Traffickers, if training is undertaken for participants from a COVERED COUNTRY.

E. The selection process must be documented and accessible to interested persons. In-country training can serve as a selection screening mechanism, with the best performers from a broad-based in-country program selected for U.S. training.

F. Alternate candidates for training are necessary to substitute for principal candidates in order to ensure that an individual will be available to fulfill the development need being met through participant training.

G. Eligible candidates must be citizens or legal residents of the host country. Persons holding residency in other countries must be approved by the Sponsoring Unit on a case-by-case basis. U.S. citizens, U.S. permanent residents, and individuals with dual U.S. and other country citizenship living abroad are not eligible for USAID-sponsored training, unless the need for such training is critically related to attaining strategic objectives and the Sponsoring Unit is willing to make an exception on an individual basis. The Mission Director or designee must approve these exceptions. In such cases, the waiver decision is made with full understanding that the individual will not travel under a J-1 visa and she/he has no legal requirements to leave the U.S. after completing the training.

H. Candidates require a clear understanding of strategic objectives and must have a strong personal commitment to the planned training; must understand clearly that they are obligated to return home after the training and work in a position where the training may be effectively utilized; and must be fully aware of their responsibilities as participants.

I. Gender balance: Many Missions have successfully achieved a gender balance by setting female enrollment targets at the activity level, preparing training plans with specified slots for women, proactively recruiting women, providing spousal training, and targeting sectors with traditionally high levels of female employment.

J. State Department collaboration: USAID Missions are encouraged to invite and involve their State Department counterparts in recruiting and screening participants to the extent feasible. Consultations with State Department may also reveal innovative ways to carry out or manage training in support of Mission goals and objectives.

Dependent travel:

Each Mission must establish a policy governing the travel of dependents eligible to accompany or join the participant in the U.S. or third-country training sites. Provided that participants have sufficient personal resources to cover related expenses, Missions may permit such participants to bring family members to the U.S. on J-2 visas either for the full training period or for short visits. Missions or their contractors must consider first whether a) the trainee is likely to be distracted from program goals by family logistics, and b) the duration of training is long enough to make family separation a hardship likely to affect the trainee's learning ability. Missions must provide, or ensure that the implementing contractor provides, a pre-departure orientation for dependents.

USAID has no obligation to pay for accompanying family members of a participant. Support of dependents is the sole responsibility of the participant.

Adequate financial expenditure estimates are based on the cost of living in the area where the participant is located. A general rule is that 50% of the monthly maintenance for the area is required for each accompanying dependent. Consideration must be given to the total number of dependents and the expected length of stay in the country of training in determining total expenditure estimates for the Dependent Certification.

The participant must arrange, maintain, and pay for the spouse's health insurance coverage to ensure that the insurance remains in effect for the duration of the spouse's presence in the U.S. Information on dependent health insurance coverage in the United States may be obtained through the Foreign Student Advisor at academic institutions or by writing to the National Association for Foreign Student Affairs. Insurance must provide maternity benefits if appropriate.

It is the responsibility of the participant to ensure that return flight tickets for the dependents do not expire (are kept updated with the issuing airline).

The Sponsoring Unit and implementer must clearly inform the participant in writing that employment for the purpose of supporting dependents will not be approved. Participants are also advised of this policy in the Conditions of Training for J-1 Visa Holders form ([AID Form 1381-6](#)) that they sign before leaving the home country.

Sponsoring Units and implementers must ensure adherence to security risk inquiries, J-visa requirements, and all other Homeland Security regulations that relate to spouses and dependents, including updating TraiNet data for any changes in the dependent's location.

Participant Training for Participants with Disabilities:

Missions are to select and include for training (both academic and technical) qualified persons with disabilities, and indeed persons with disabilities who are members of disability-oriented organizations in their nations. It is hoped that the benefits of training abroad will be shared with many others through those organizations.

The USAID Disability Policy Paper dated September 12, 1997, was issued to provide guidance and procedures to promote the inclusion of persons with disabilities to receive training within USAID programs and in host countries where USAID has programs.

As noted in the Policy Paper, a disability is defined as a physical or cognitive impairment that affects a major life function, consistent with the definition of the Rehabilitation Act.

USAID Disability Policy:

Sponsoring Units must

- Make programs more inclusive,
- Consult with the disability community,
- Increase staff awareness, and
- Discuss disability issues with host country counterparts and other stakeholders, including contractors, grantees, and other donors.

Participants with disabilities are to be included in USAID-sponsored training programs whenever possible. Even though a participant with a disability may incur additional costs, this is not sufficient justification to preclude the participant from training if she/he is otherwise qualified for it. Therefore, the requirements for the placement and monitoring of participants with disabilities are the same as for all other participants except for the following:

a. Allowances

Participants with disabilities may need additional medical equipment (wheelchairs, crutches, special telephones for the hearing/visually impaired, etc.) or additional school/training-related equipment (braille typewriters, textbooks, etc). The Sponsoring Unit and the monitoring contractor should review and approve the additional equipment on a case-by-case basis.

Participants with disabilities may also incur additional expenses related to other allowance-related areas. Participants with disabilities may need additional settling-in allowances to cover the cost of a ramp to accommodate a wheelchair, higher typing costs, or return baggage allowances to cover the expenses of equipment that

had to be purchased rather than rented. Braille textbooks may be more expensive to purchase than regular textbooks, and may require additional funds over and above the listed amounts for books and supplies, and computer time/special equipment costs may be higher for participants with disabilities. Sponsoring Units must be aware of the possibility of higher costs related to a program for participants with disabilities, and ensure that the participants have the equipment/supplies as well as other necessary household-related items needed to ensure a successful program.

b. Maintenance allowances

Participants with disabilities must receive the same maintenance allowances as other participants except when a personal assistant is required. Participants with disabilities may sometimes need the type of help provided by a personal assistant. The personal assistant may be a spouse or adult family member who travels with the participant, or may be someone hired upon arrival in the U.S. Some participants may also require an assistant who helps the participant with school/training-related activities. FYI: For the purposes of a J-2 visa for a dependent, a dependent is defined as a spouse or child.

If the participant travels with a family member who also serves as a personal assistant, the Sponsoring Unit may waive the ADS 253 dependent prohibition of monetary assistance for a dependent, and may increase the participant's monthly maintenance allowance to cover the expenses incurred by the dependent up to 50 percent of the participant's maintenance, plus an amount to cover the dependent health and accident insurance. Additional maintenance may only be provided for the personal assistant, and not for any other dependents that travel with the participant and the assistant.

Sending a non-family member to serve as a personal assistant may involve additional problems associated with securing the appropriate visa or establishing the appropriate mechanism to pay the "salary" for the personal assistant.

c. Medical insurance

The standard USAID Health and Accident Coverage (HAC) program does not cover pre-existing conditions. Sponsoring Units must ensure that each disabled participant has sufficient insurance coverage for the disability, as well as any other pre-existing condition. Sponsoring Units and/or the monitoring contractor must be familiar with the coverage provided by the USAID HAC program.

II. U.S.-Based Representation

Sponsoring Units have the authority to select a host country Non-Governmental Organization (NGO) or Private Voluntary Organization (PVO) to assist with pre-training preparation provided that the selected organization has a U.S.-based presence that will

fulfill the program monitoring, data reporting, and other essential responsibilities. If, in exceptional cases, a Mission retains part of the management responsibility for participant training, they must engage the services of a U.S.-based entity to handle the day-to-day oversight and monitoring requirements and adherence to the Bureau of Homeland Security regulations. As a practical matter it is impossible to handle U.S.-based participant training effectively without an experienced U.S.-based contractor or subcontractor to provide the following services at a minimum:

- Recommend and arrange enrollment in the most suitable U.S. training institution;
- Enroll participants in HAC medical insurance, pay premiums promptly, and settle claims (invoices must now be paid monthly and on time);
- * - Carry out oversight and data reporting in TraiNet in compliance with Homeland Security regulations, as well as compliance with the Sponsoring Unit's training objectives, Agency requirements, and other USG statutes;
- Track and monitor participants' progress toward original enrollment goals;
- File requisite IRS income tax returns on behalf of participants;
- Ensure the participant's timely return to the host country; and
- Assist a participant or Sponsoring Unit in U.S. legal situations (arrests or suits) or other emergencies (repatriation of disabled participants or their mortal remains).

***III. Coordination between Central Bureaus and Missions**

USAID Activity Managers of centrally-funded or -managed programs, and their contractors, cooperative agreement partners, or grantees, are responsible for

- Informing the cognizant USAID Mission of their forthcoming training plan or training events, and ensuring that the content and procedures of centrally-sponsored training do not conflict with Mission policy or essential procedures on participant selection, follow-on, allowances, or other programmatic aspects of training;
- Consulting with Missions in the selection of participants, and complying with established lead time requirements to ensure timely completion of all of the processes required to get the participants in their program, including all of the steps required to obtain the J-1 visa (see Complete Guide to USAID Visa Compliance); and

* An asterisk indicates that the adjacent material is new or substantively revised.

- In the event that the Mission cannot provide assistance with the processing requirements, the Sponsoring Unit must ensure that all the provisions contained in ADS 253 are followed.

IV. Pre-Departure Orientation

Normally organized by the participant programming contractor, orientation to the training ahead and to American customs/practices is an integral part of any training program. Orientation programs create a foundation for technical or academic training by reducing uncertainty and eliminating obstacles to learning.

Participation by the sponsoring project manager, SO team, Mission training staff, host country officials, and returned USAID participants may be valuable, particularly when group orientations are held.

Effective English language training programs given in the host country effectively incorporate cultural and generalized administrative information, international travel guidance, and exercises drawing on life in the United States or the country of training. Language programs incorporating such material are not a substitute for pre-departure orientation.

A. Contents of the Pre-Departure Orientation

Pre-departure orientation is normally divided into four parts: Program Objectives and Overview, Administrative and Policy Review, Cultural Aspects, and Training/Learning Methods. The topics must be covered in orientations for both U.S. and third-country participants.

B. Program Objectives and Overview

i. The Sponsoring Unit, programming contractor, and stakeholders agree on the objectives, content, and logistics of the training activity, return for work date, itinerary, and the institutional change that the training is expected to support. Participants must understand the relationship of their training activity to the USAID program and host country development plan, and what their responsibilities are in return.

ii. Differences in academic procedures and expectations between the home country and the country of training must be explicitly discussed. This is particularly important when differences in academic relationships and teaching systems could be a constraint to learning and integration into the training program.

C. Administrative and Policy Review

The review of administrative aspects of the training must be thorough and careful. Uncertainty about logistics, scheduling, or administration can be very stressful for some participants. The following elements must be considered for inclusion:

- i. A Participant Pre-Departure Checklist is completed and a copy is shared with the participant.
- ii. Each participant reads and signs the Conditions of Training for J-1 Visa Holders ([AID Form 1381-6](#)) and the stakeholder compact to confirm the participant's understanding of responsibilities as a USAID-sponsored participant, concurrence with the training objectives and anticipated results, the requirement to return to the home country upon completion of the training, and the consequences of failing to do so, including the required repayment of training costs (see [AID Form 253-1, Demand for Training Costs Repayment Letter](#)). One copy of these documents is retained by the Mission; the other is given to the participant. A copy should also be sent to the programming contractor. (Note: The stakeholder compact is required for third-country as well as for U.S. training.)
- iii. USAID policies and rules on per diem payments, employment, operation of automobiles, dependents, and other similar issues are clearly discussed and understood by all participants.
- iv. Travel plans are reviewed, including reservations, tickets, arrival, and airport arrangements, including security procedures at the port of entry, date of departure, and date of arrival in and departure from the country of training.
- v. Health and accident coverage under the Health and Accident Coverage (HAC) program is explained. The explanation must include the limitations of coverage under the Agency HAC program and make it clear that USAID is not responsible for claims in excess of the coverage provided under the HAC program or for claims not eligible for coverage under the HAC program. Medical certification, which is mandatory prior to departure from the home country, is reviewed. Emergency contact information for participants in distress in the United States is discussed and the contact information is given to them.
- vi. The requirement to return home immediately upon completion of the program and penalties for failing to do so are explained. Marriage to a U.S. citizen or permanent resident does not provide an acceptable justification for violating this requirement.
- vii. Maintenance and other allowances are explained by the contractor. The participant is advised in writing that no legal fees will be paid on behalf of a participant if the participant is arrested or otherwise required to obtain legal counsel, and that maintenance rates will be reduced if the participant

receives any additional income in the form of a scholarship, assistantship, or wages.

viii. Hotel and housing arrangements, and who is responsible for paying for them, are explained.

ix. A physical mailing address (not a P.O. Box) is established. Grant or contract-managed participants must be appropriately advised of the Contract Officer's full name, address, and telephone number.

x. Emergency contact numbers in the Mission are given so that family members can contact participants in an emergency.

xi. The income tax status of any scholarship is discussed and arrangements are made to deal with tax liability.

D. Cultural Aspects

Participants and dependents who travel to the U.S. to join a participant require a brief introduction to life in the United States or country of training, which includes some understanding of the culture, climatic differences, clothing, food, religions, and other customs as well as some information on political differences and personal security questions. Meetings with returned participants can be particularly useful in identifying awkward cultural situations that the participants might encounter.

The orientation must stress appropriate behavior in male-female relationships and interaction in the country of training, especially as regards minor children. Films, videotapes, Internet, books, role playing, and other resources can be used to provide awareness of beliefs, behavior patterns, cultural standards of politeness, and similar key cultural aspects.

E. Methods of Learning

The pre-departure orientation must explain the interactive nature of much classroom discussion in the U.S., in which participants are expected to express their own thoughts and analyses of problems. A minimum level of computer literacy is often required in U.S. training settings, e.g., for web or library searches, which must be provided in the home country as needed, wherever possible.

V. Documentation

A. Stakeholder Compacts and Conditions of Training for J-1 Visa Holders

Each participant who accepts sponsorship by USAID for training in the U.S. or a third country enters into a relationship of mutual commitment between the Mission, the contractor, the training institution, the participant, and the participant's employer.

This relationship entails both rights and responsibilities for all parties, which may be written out in a Stakeholder Compact (sometimes referred to as a Training Agreement).

i. Stakeholder Compact

ELEMENTS OF A STAKEHOLDER COMPACT: Normal elements of a compact include

- a. A description of expected outcomes from training or post-training performance targets back in the work setting;
- b. An agreed-to return date and stakeholder responsibilities in the post-training, follow-on phase;
- c. Suggested ways of measuring training results and changes in performance back at work; and
- d. Identification of the responsible party for health provider claims if the Sponsoring Unit agrees to Plan C under the mandatory health insurance program.

For very short training programs, the Sponsoring Unit and implementer (contractor/partner/grantee) are encouraged to develop wording for a standardized, summary stakeholder compact linked to the Conditions of Training for J-1 Visa Holders form.

STAKEHOLDER COMPACTS WHERE NO EMPLOYER IS IDENTIFIED: In cases where no employer is identified at pre-departure time (e.g., with self-employed participants, entrepreneurs, or some long-term participants), the stakeholder compact is between participant and Sponsoring Unit or implementer. The cost-benefit of the training activity in question must be clear in meeting organizational performance goals.

ii. Conditions of Training for J-1 Visa Holders

Missions, Bureaus, or their contractors must ensure that the Conditions of Training Form for J-1 Visa Holders ([AID Form 1381-6](#)) is discussed with and signed by each participant. The Conditions of Training form and the Stakeholder Compact may be part of the same document package; Sponsoring Units are permitted to combine both documents into a single document provided that the participant's signature appears under the Conditions of Training section.

CONTENT OF CONDITIONS OF TRAINING: Conditions of training must specify

- Compliance with J-1 visa requirements to return home immediately upon program completion and not seek to remain in the U.S. following the end of training.
 - The requirement that the participant must repay the training costs if he/she fails to return home upon completion of training, with the full understanding that repayment of training costs does not waive other requirements.
 - Agreement not to purchase or drive an automobile while in the U.S. without Mission/contractor concurrence.
 - Agreement not to bring a spouse or other dependent to the U.S. during the period of sponsored training without prior approval from the Sponsoring Unit and without making necessary prior arrangements with the contractor/partner/grantee for visa, health insurance, round trip travel, and dependent support requirements.
 - Limitations of the USAID HAC insurance coverage.
 - Authorization to have access to HAC claims data.
- iii. Further Terms for Trainee Selection for USAID Sponsorship:
- a. All USAID-sponsored participants must
 - Possess sufficient academic or other experience to meet prerequisites that enable them to complete the programs successfully;
 - Have completed their military requirements or be exempt from conscription;
 - Carry a full course load or laboratory schedule as prescribed by the academic or training institution;
 - Complete their program, unless otherwise fully justified, within the planned length of USAID-sponsored training;
 - Pay all personal expenses prior to departure from the U.S.;

- Assume personal responsibility for complying with any non-program-related tax liabilities while in the country of study; and
- Comply with all laws of the country and local jurisdiction in which their training occurs.

Academic Program participants only: Participants must promptly submit to the programming contractor the Academic Enrollment and Term Report (AETR) ([AID Form 1380-69](#)) at the end of each term. Participants must be aware that contractors have the authority to withhold allowance payments if these reports are not submitted on a timely basis.

b. Participants must not

- Use USAID maintenance funds to pay legal fees;
- Seek to obtain unauthorized employment in the United States or country of training;
- Get married during their training without first notifying USAID through their programming contractor; or
- Seek to accept any public welfare assistance in the country or local jurisdiction of training, including subsidized school lunch programs, or seek to purchase housing under U.S. low income assistance programs.

c. **IN CASE OF ARREST:** The Sponsoring Unit or its contractor/partner/grantee must notify EGAT/ED immediately and in writing, regardless of the circumstances. Neither USAID nor the trainee's monitoring agent (implementing contractor) must aid or abet the participant's departure from the U.S. prior to the date of trial. If a participant must remain past the anticipated return date for reasons related to arrest and trial, the implementing contractor, with approval of the Sponsoring Unit, must make financial arrangements for appropriate accommodations until the participant's trial is over and a final legal determination rendered by the court.

d. **MINIMUM EMPLOYMENT COMMITMENT:** Each Mission must determine if it wishes to set under Conditions of Training a minimum period of employment which the participant is expected to provide upon returning to the home country worksite.

B. Training Plans

While not mandatory under ADS 253, training plans are extremely useful and strongly recommended as a document that brings together in one place the entire range of a Sponsoring Unit's training activities which would otherwise remain scattered under separate technical Strategic Objectives Team plans or Results Packages. Training plans are usually developed annually, identifying the training objective, nature, expected costs, the institutional/organizational change that the training will support, and non-training inputs that will help to improve the institutional/organization's performance.

C. Training Implementation Plan (TIP)

The Training Implementation Plan (TIP) is the contractor's detailed training program prepared in response to the training request. The TIP covers each segment of the training program, including relationships of training components to strategic objectives, the training institution, and the location, specific training activities, and duration of each segment. The TIP describes how the training objectives will be achieved and provides a budget estimate.

* D. Obligating Funds for Training

The MAARD (Modified Acquisition and Assistance Request Document) is the current instrument used most commonly by Missions to obligate participant training funds. Sponsoring Units must consult their respective Controller's offices for guidance on how best to handle financial transactions. In the interest of using training resources as efficiently as possible, Missions are strongly urged to consider using an experienced programming contractor to implement participant training activities. Using a pre-competed IQC Strategic Technical Assistance for Results with Training (START) saves time and effort for Missions and Bureaus.

VI. TraiNet: Tracking and Monitoring

A. TraiNet

TraiNet, the information management system jointly supported by EGAT/ED and M/IRM, provides Missions, Bureaus, **and** their contracting or grant partners with performance tracking, analytical, and reporting capabilities for use at the training activity implementation level.

i. TraiNet can download needed Operations (OPS) module data on Missions' strategic objectives and intermediate results.

ii. TraiNet is the required system to interface with SEVIS and generate the DS 2019 for the J-1 Visa.

* An asterisk indicates that the adjacent material is new or substantively revised.

iii. TraiNet users can monitor training costs and cost sharing information for program management.

iv. TraiNet distributes operational data on training implementation collaboratively, with data entered and updated by those responsible for its determination and shared among all parties with a need to know.

v. TraiNet data can be transferred to other TraiNet sites as an e-mail attachment, via diskette, or through a web site.

vi. TraiNet features tutorials and on-line help sub-systems along with access to key USAID documents, guidance, and policy memoranda.

B. Capabilities

- TraiNet does not function to transfer funds or approve expenditures. It is not a financial accounting system.
- TraiNet is a fully distributed system enabling all parties access to the same basic (not secured) information about participants, programs, intended results, target groups, and organizations, all keyed to appropriate strategic results and results packages.
- TraiNet can be customized to reflect an individual Mission or SO Team's management needs, for instance to collect standardized data directly from multiple contractors or activities and analyze or report on it comprehensively. TraiNet applications can be customized to deliver data in a format compatible for input to contractors' own in-house systems, to avoid duplicative data entry.
- Two-way or one-way data transfer capabilities between TraiNet systems on specific training programs is possible in various ways, so as to keep related TraiNet databases current and uniform. One data transfer method is via Internet from any TraiNet site to the following web address maintained by EGAT/ED contractor:

<http://www.DEVIS.COM/TRAINET>

C. Guidance

The complete user guide for TraiNet is available on-line from the Internet as well as in conventional hard copy from EGAT/ED/PT. Specific technical support is available at: <http://www.usaidtraining.net>

D. Implementation schedule

- * All Missions and their contractors must use TraiNet and must be familiar with the Complete Guide for USAID Visa Compliance.

To receive TraiNet, a Mission or Bureau and its contractors must submit a request to one of the previously listed e-mail addresses. EGAT/ED and M/IRM will establish an installation work schedule based, in part, on the order in which requests are received.

VII. Allowances

The following lists identify categories of allowances and reimbursable costs for which participant trainees in the U.S. are eligible.

A. MONTHLY MAINTENANCE RATES: USAID uses all the various rates listed with the Institute of International Education (IIE) for the Department of State (<http://www.iie.org/fulbright/posts/restrict/mmr>) for Long-term Training monthly maintenance, when appropriate, except for the following four, which are not used:

- Partial grant allowances: Supplementing support from other sources.
- Required field trips: Up to \$500 per trip.
- Post-summer program allowance: \$50 per day.
- Thesis research allowance for second travel grants.

Sponsoring Units and monitoring contractors are reminded that allowances may be adjusted upwards or reduced based on the actual cost of the program. Upward adjustments must be warranted and supported by documented justification. Paying the actual cost of accommodations directly, and only providing participants with the M&IE has proven to be cost effective in some instances and provides the Sponsoring Unit or monitoring contractor with a receipt. Use of shared accommodations is to be considered whenever feasible.

B. REIMBURSEMENT: The following cost elements are eligible for expense reimbursement to the participant when appropriate in individual cases:

- Research projects
- Computer purchases/rentals
- Tutors

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- Typing expenses
- Excess thesis expenses
- Book purchases in excess of the established rate
- Book shipments
- Professional society memberships
- Student memberships

C. USAID-SPECIFIC RATES: USAID rates in addition to the Department of State rates used by the Fulbright program are included below. NOTE: Not all Department of State allowances apply to USAID participants. Only those allowances listed below must be used to calculate allowances for USAID participants.

- Books and supplies: \$750 per academic year; \$200 summer (includes English language programs).
- Supplementary book allowance: Up to \$250 per year (accountable).
- Supplementary equipment/supplies, computer time (based on course requirements): Up to \$1,500 per year (equipment should be rented rather than bought if that is more cost effective).
- International travel: Round trip (from home to training site and return), unless provided by another funding source as cost-sharing.
- * - Monthly maintenance: As provided in published rates (IIE rates for academic programs, GSA rates for technical programs). Rates may be adjusted to fit specific needs up or down, and cost containment measures such as a requirement to reside in a dorm or share an apartment must be considered.
- Return baggage allowance (for long-term training): \$300.
- Thesis allowance: \$500 for Master's (discretionary) and \$1,000 for Ph.D. (increase possible if required).
- Incidental allowance if required for travel between multiple sites: \$10 per day.

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- Typing: Discretionary, receipts required (previous rate was \$250 per year). Typing allowance may be applied to the purchase/rental of a computer.
- Book shipment: Discretionary, amount set by individual Mission/Bureau project officer (previous rate was \$30 for each four months in an academic program).
- Professional societies: Discretionary, previous rate was \$235 for the three-year period.
- Student memberships: Discretionary, previous rate was \$75/year.

D. PARTICIPANT LEGAL FEES: Any legal fees incurred by or on behalf of individual participants in connection with their legal status or behavior while in the status of USAID-sponsored participant are not allowable costs for USAID payment or reimbursement, unless a request for such legal counsel and resulting fees was initiated by USAID/EGAT/ED directly or by the Sponsoring Mission.

VIII. Visas (See the Complete Guide to USAID Visa Compliance)

A. Visa Requirements

i. TWO-YEAR HOME RESIDENCY REQUIREMENT: Use of the J-1 visa requires that sponsored participants return to their home countries and fulfill a two-year residency requirement there, as provided in the visa regulation, before they are eligible for U.S. permanent residence or for non-immigrant H-1 or L-1 visas. If, after returning to the home country, a participant applies for and receives a second J-1 visa from a different sponsor, the effect will delay completion of the original two-year residency requirement until the second visit to the U.S. is completed, but will not cancel the residency requirement. The required 24-month residency need not be consecutive, but it must be completed.

ii. VISA EXTENSIONS: In rare circumstances Sponsoring Units or implementers may find it necessary to request the extension of a participant's visa. In such cases, the contractor or Mission must submit the information required for the extension, via e-mail, to the EGAT/ED Responsible Officer with a brief explanation, including

- Names of dependents, if any, in the United States; and

*

- Any supporting documentation for the extension (e.g., copy of the training request extension), and proof of Mission and host government approval of the requested extension.

* An asterisk indicates that the adjacent material is new or substantively revised.

The request for an extension is reviewed and the DS-2019 is signed by the EGAT/ED Responsible Officer. The signed DS-2019 form is returned to the requesting office and provided to the participant.

iii. DUPLICATE DS-2019s: If a DS-2019 is lost, the contractor or Mission must send an immediate written notification to the EGAT/ED Responsible Officer and request a replacement form.

iv. Travel Outside the United States: Participants must obtain approval from the Sponsoring Unit (or implementer, as designated) for travel outside the U.S. while enrolled in a USAID-sponsored activity. Before the participant leaves the U.S., the implementer must ensure that his/her Certificate of Eligibility (DS-2019) form is endorsed and signed by the EGAT/ED Responsible Officer to allow re-entry. The participant's passport should be valid for more than six months from the planned date of re-entry to the U.S. The implementer should encourage the participant to leave contact information where she/he can be reached while outside the U.S., and immediately upon return to the U.S., the implementer must ensure that Participant Validation and Participant Biographical Data Update requirements are met.

A duplicate DS-2019 must be provided for dependents who travel separately from the participant.

B. FORM DISTRIBUTION

The DS-2019 is a limited distribution form. It is not to be duplicated. The participant receives and retains the original copy, which is reviewed by the Immigration Officer at the Port of Entry. See the [Complete Guide to USAID Visa Compliance](#).

C. RE-ENTERING THE U.S.

If the participant is traveling outside the U.S. and returning during the program, the EGAT/ED Responsible Officer must issue the participant a new DS-2019 form.

D. NON-RETURNEE

Participants are required to return to their home country upon completion of the training and use their newly acquired skills, knowledge, and attitudes to support the achievement of development objectives. Failure to return will require the participant to repay all training costs.

E. EMPLOYMENT

USAID-sponsored participant holders of J-1 visas are not allowed to be employed except in connection with an assistantship, on-the-job training, or a practical training experience that is an integral part of the training program.

Such employment is limited to 18 months and must be authorized by EGAT/ED. When a salary or stipend is paid, the maintenance allowance is reduced by the net amount of salary or stipend paid.

The package of allowances and program support provided by the USAID sponsorship is considered sufficient for living expenses. Participants may accept part-time employment (not to exceed 20 hours a week) only under the following conditions:

- Employment is required by an urgent financial need which has arisen since the participant arrived. **Financial needs associated with having dependents in the U.S. are not sufficient justification for employment.**
- Employment does not cause the participant to reduce preparation and studies below the full-time level.
- Employment has the written approval of the USAID Mission, EGAT/ED, and the participant's programming contractor.

IX. HAC Insurance and Certification of Medical Eligibility

A. HAC Insurance

Agency HAC insurance is to be provided for ALL participants trained in the U.S., and may be obtained by direct enrollment from the insurance provider (currently Highway to Health) under contract with USAID. Information regarding HAC enrollment may be obtained by accessing the web address of the EGAT/ED data contractor (DEVIS), which has placed enrollment information and a detailed document with "Frequently Asked Questions" on the webpage <http://www.devis.com>.

The insurance provider offers a wide range of packages, and Sponsoring Units or their contractors may select any number of options in addition to the basic mandatory coverage that meet the requirements in 22 CFR Part 514, The Exchange Visitor Act.

Coverage for HIV/AIDS-related medical claims must be discussed with the individual health care provider. Sponsoring Units must not assume that coverage for HIV/AIDS is provided unless it is contained, in writing, in the individual policy.

USAID's HAC policy insures a trainee when in direct international travel between home country and U.S. training site, as well as during the authorized period of stay for training in the U.S.

i. Enrollment:

*

Enrollment is secured directly with the insurance provider under contract with USAID. Information regarding enrollment procedures is located at: <http://www.devis.com> (USAID clients).

The HAC entitlement period begins on the date of the participant's departure from the originating country and continues to the date of return to the home country by the most direct route.

ii. Double Coverage by Educational Institutions or Others:

In some cases, USAID participants enrolled in an educational institution or other training site may also be covered by a mandatory health program sponsored by that institution with the cost included in tuition or a separate mandatory fee. USAID contractors may pay the cost of the double coverage providing that the cost of such plan does not exceed that required of all other students or all other foreign students.

Other coverage does not exempt USAID participants studying in the U.S. from the Agency HAC Program, which is mandatory.

Participants with such double coverage are required to use the institution's insurance or health facilities to the maximum extent of coverage before employing the HAC program. The HAC contract administrator is required to ensure that claims submitted to HAC have first exhausted the coverage of the other plans.

iii. Repatriation of Terminally Ill or Incapacitated Participants:

Except as provided below, a USAID participant is repatriated to the country of origin whenever the participant is diagnosed as having a mental or physical disease or disorder that will unduly delay or prevent successful completion of the training program.

This requirement may be waived only with the concurrent approval of EGAT/ED, the cognizant Mission Director, and the cognizant central or regional Bureau.

In cases of such diagnosis, HAC will cover medical costs only until the point of repatriation. If repatriation is delayed after diagnosis beyond the earliest time when repatriation is medically feasible, HAC coverage will terminate as of the date of initial feasibility.

iv. Submission of Claims:

The participant is ultimately responsible for ensuring that all claims for medical services are submitted to the insurance provider.

All claims must be submitted within six months of the date that service was provided.

v. Payment of Monthly Premiums:

Premium payments are required by each Sponsoring Unit or implementer (contractor/grantee/partner) within the deadline established by the provider. Non-payment of monthly invoices may trigger automatic suspension of all HAC insurance under that participant contract until full payment is received by the provider.

B. Medical Eligibility: Medical Examination/Certification

The standard examination form is designed to include tests for most medical conditions that can result in costly medical treatment or impair the achievement of training objectives. Missions may add other tests where patterns of undetected participant illness emerge or the prevalence of local medical conditions warrants.

Participants scheduled for programs (including travel time) not to exceed 30 days are exempted from undergoing a medical exam by the Sponsoring Unit, providing they are covered by "Plan C" of the HAC contractor. Information regarding this policy may be obtained by contacting the HAC contractor.

i. MEDICAL EXAMINATION AND CERTIFICATION FORM:

The Medical Examination and Certification Form ([AID Form 1382-1](#)) consists of three main parts. These are

- a. A medical history completed by the prospective participant;
- b. A medical examination by a physician; and
- c. Documentation of Mission determinations resulting from the examination. This is signed by the USAID-designated official.

Whenever, pursuant to the following waiver procedures, a foreign language Medical Examination and Certification Form is sent to the training implementer, an English language translation must accompany it.

ii. MEDICAL HISTORY:

The first page of the Medical Examination form is to be completed by the applicant or prospective participant. Most questions relate to obvious physical or medical circumstances that the applicant would assuredly know. A few might not be known except through previous medical examination or care (e.g., high blood pressure). The applicant/participant must understand the significance of his/her signature as a certification of both the truthfulness of the responses to the best of his/her knowledge and of his/her understanding of the "Important Notice" on the first page.

iii. MEDICAL EXAMINATION:

The examining physician records the results of the examination on the second page of the form, summarizes the findings, and makes a recommendation as to whether the applicant is medically qualified for training. Since the examining physician may not be familiar with the Participant Training Program and the specific purpose of the examination, the "Guide to Medical Fitness Standards for Applicants" must be provided to the examining physician. On the actual medical report page, the physician summarizes the findings and states whether the applicant is medically qualified for training.

Sponsoring Units may elect to test for the possibility of HIV/AIDS if necessary. If a Sponsoring Unit elects to test for HIV/AIDS, the results of those tests must be added to the other test information on Page 2 of the Medical form. Sponsoring Units must recognize that whether or not they elect to test applicants for HIV/AIDS, AIDS-related medical expenses incurred by participants are not covered by HAC insurance. The Sponsoring Unit must take responsibility to either ensure additional coverage, underwrite the treatment costs from Mission funds (or Bureau funds in the case of centrally-funded training), or defer the cost to the participant, the participant's employer, or another party. EGAT/ED cannot provide any funds to cover medical costs incurred by participants.

iv. DOCUMENTATION OF REVIEW:

- * The final page of the form provides for the documentation of Mission decisions resulting from the medical examination. Specifically, the Mission training officer **or designee** recommends approval or disapproval of the applicant for training and a designated Mission officer reviews that

determination. The administrative review may be signed by a designated FSN, PSC, or contractor. The reviewing officer approving trainee departure in the light of medical evidence may be the Cognizant Technical Officer, or a delegation of authority may be completed to assign this responsibility to an FSN or PSC. The Mission determination considers the recommendations of the examining physician as well as program objectives.

v. VALIDITY LIMIT:

The validity of the medical examination is four months. Participants who delay their arrival in the U.S. for more than four months, or who during their U.S. program are absent from the U.S. for four months or longer, must take a medical re-examination and receive another medical certification.

vi. WAIVER PROCEDURES/UTILIZATION OF PLAN C
(TRAVEL/TRAINING PROGRAMS OF 30 DAYS OR LESS)

To waive the Medical Certification requirement, the Mission Director or designee must approve for training an applicant with a pre-existing medical condition that otherwise would disqualify the applicant from the training program.

This determination may be based on two grounds:

- That the medical condition is not likely to be activated or aggravated during the period of training; or
- That program objectives or other considerations require that the training be approved in spite of the possible cost of medical claims to Mission/Bureau funds.

If a waiver is approved, the participant will not be covered by the HAC Program for the specific pre-existing condition or medical condition identified which otherwise would be disqualifying. Therefore, the Sponsoring Unit must make arrangements to guarantee payment of any medical claims that may arise from the illness or medical conditions for which HAC coverage was waived. The guarantee may come from the Sponsoring Unit, the participant, the participant's employer, or another responsible party.

Medical waivers can be approved by the following officials:

- For Mission-funded participants, by the Mission Director, designee, or Cognizant Technical Officer (CTO).

- For region-funded participants where there is no USAID Mission, by the regional Assistant Administrator or designee.
- For central office-funded participants, by the Office Director, his/her designee, the CTO, or any responsible official knowledgeable about the risk involved and with the authority to commit funds to cover the costs of medical claims for waived conditions.

Executed medical waivers, including a copy of the medical examination (with English translation if it is in a foreign language), and a statement of the source of funds to cover possible waived claims, are forwarded to the Agency's HAC provider by the participant's Sponsoring Unit.

*

In the event the Sponsoring Unit does not intend to cover the cost of any medical claims related to a pre-existing condition, the routine letter(s) that reflect the waived condition and require the acknowledgement of the participant or a third party are to be drafted and signed as appropriate. The Sponsoring Unit must ensure that the party responsible for costs related to a waived condition sign and return the letter of commitment to the Sponsoring Unit prior to the travel of the participant in question.

Statements providing clear identification of the parties responsible for the payment of claims not covered by Plan C must be on file with the Sponsoring Unit and the monitoring contractor. It is important to understand that there are no funds available in EGAT/ED to cover any claims not covered by Plan C. Sponsoring Units must select to cover the expenses themselves or have a letter of guarantee from the participant, the participant's employer, or another party before Plan C may be utilized for participants coming to the U.S.

Plan C is not to be used for any participant who tests positive for HIV/AIDS who is scheduled to attend a program of 30 days or less.

vii. FINANCIAL OBLIGATION:

Prior to executing a waiver of HAC coverage for medical claims arising from pre-existing conditions, USAID Missions or Bureaus must ensure that either Mission or Bureau funds are available to pay such contingent claims, other medical insurance is available to cover such claims, or other third parties (e.g. the participant, family, or host government) are prepared to pay such claims. The Mission or Bureau is responsible for arranging for the prompt payment of such claims if and when they arise. If the Mission or Bureau itself

pays such claims, payment does not diminish any rights the Mission or Bureau may have to seek reimbursement from a third party.

viii. HIV/AIDS CASES: A person known to be HIV positive or to have AIDS must be identified to the U.S. Consular Officer, along with a justification of why travel to the U.S. is in USAID's interest. The Consular Officer must cable the Bureau of Immigration and Citizenship Services requesting approval for the person to enter the U.S., and cannot issue a J-1 visa without prior BICS approval. A response normally takes 10 working days.

X. English Proficiency and Testing

TESTING IN THE HOME COUNTRY: Sponsoring Units may administer or contract out testing services. The Sponsoring Unit is responsible for ensuring test security and for validating test scores. Waivers of the actual test results, or the actual requirement to test, may be approved by the Mission Director or his/her designee. English Language Testing (ELT) resources may include American Embassy facilities; ELT programs at local institutions; ELT programs offered by other donor or United States Government agencies; or, for large groups, ELT instructor teams brought in from the U.S. English tests provided by the American Embassy may be used, as well as the

- Test of English as a Foreign Language (TOEFL) that is generally required by the admitting institution for academic degree programs,
- American Language Institute/Georgetown University (ALIGU) English Proficiency Test (EPT), or
- Communicative English Proficiency Assessment (CEPA).

Sponsoring Units may also designate the responsible party to assess English competency prior to training and to develop policies on the frequency of re-testing and scoring level to require re-testing or to set guidelines for English waivers/exemptions.

ENGLISH LANGUAGE TRAINING IN THE UNITED STATES: English language training in the United States is meant as a supplement to, and not a substitute for, ELT in the host country. Once participants attain the minimum USAID scores, they may be programmed for further ELT in the United States when required to reach a training institution's or program's requirements, if the training is not available in the host country.

- TOEFL (when taken): Minimum USAID Acceptable Scores are the following:

Academic program:	500
Technical (non-degree):	450

Note that individual universities may have higher minimum TOEFL score requirements for admitting all foreign students into specific degree or non-degree programs, including USAID participants.

- Minimum ALI/GU score requirements:

	Listening	Grammar	Reading & Vocabulary
EPT	85	75	80
CEPA	65		

The Sponsoring Unit and the responsible party for determining English competency determine minimum score requirements and adjust scores as appropriate.

- Minimum TELP requirements:

Passing scores are set by the branch of the American Embassy (former USIS), which developed and administers the test.

A. TOEFL Test

Test of English as a Foreign Language (TOEFL) is a standardized multiple-choice test developed by the Educational Testing Service, Inc. of Princeton, NJ. It is given several times a year in predesignated locations in a single session of about three hours. It provides a measure of English proficiency in listening and reading comprehension, including vocabulary, and in recognizing language that is appropriate for standard written English.

Some administrators of TOEFL include a Test of Written English (TWE) which provides an opportunity to demonstrate ability in writing standard English. The TWE score does not affect the overall TOEFL score.

i. Sections of the TOEFL are

- Listening comprehension (35 minutes): Measures ability to understand spoken English;
- Structure and written expression (25 minutes): Measures ability to recognize language that is appropriate for standard written English;
- Vocabulary and reading comprehension (45 minutes): Measures ability to understand nontechnical reading matter; and

* An asterisk indicates that the adjacent material is new or substantively revised.

- Writing test (30 minutes): Measures ability to write in English (offered only at some test administrations).

ii. Scores:

Test results will include three section scores and a total score (plus separate score for TWE when offered). Each correct answer on a TOEFL test counts equally toward the score for that section, and there is no penalty for an incorrect answer. There is no specific passing or failing score. Each institution determines the score acceptable for admission. (Often different scores are required by different graduate departments of the same university.) Most schools require a score of at least 500.

B. ALI/GU EPT Test

The ALI/GU English Proficiency Test (EPT) is also appropriate for testing participants' English skills for academic programs, as well as for non-academic, technical programs. The test has three sections, which include Listening Comprehension, Grammar, and Reading/Vocabulary. Participants must meet or exceed the minimum score noted in the test packet. In individual cases the Mission Director or designee may approve a waiver of the test scores.

The test consists of audio cassettes, scoring sheets, test booklets, and directions.

C. ALI/GU CEPA Test

The ALI/GU Communicative Language Proficiency Assessment (CEPA) is a shorter test of communicative competency in English, designed specifically for short-term technical training candidates who do not require testing in writing or extensive reading capability. It may be administered by Foreign Service National (FSN) employees or contractors, and consists of two sections each with two parts:

- Section I, Part A: Dialogues: Listening comprehension tested by multiple-choice questions.
- Section I, Part B: Understanding English in Daily Situations: Multiple-choice responses matched to daily-life situations presented.
- Section II, Part A: Understanding Information from Written Material: Reading tables and charts.
- Section II, Part B: Understanding Information from Written Material: Reading comprehension.

The test kit consists of audio cassettes, scoring sheets, test question booklets, and directions. There is no scoring penalty for guessing wrong in answering CEPA questions.

Qualifying scores may be waived when English language training is an integral part of the U.S program. In such instances, the Sponsoring Unit and implementer should establish a reasonable time period for participants to reach an acceptable level of English proficiency. Guidelines should be established to monitor the participants' progress toward meeting performance benchmarks, and results should be reported periodically to the Mission or Bureau, depending on the locus of sponsorship.

* D. Interpreters and Escorts

1. In limited instances, an interpreter or escort may need to accompany a participant or a group of participants. In such cases, the Sponsoring Units and implementers must **not** assign English duties as collateral interpreters or technical escorts to participants who know English while they are in participant status, as they are not trained in interpreter or technical escort skills and it detracts from their full participation in the training program. Escorts are usually individuals who accompany a participant or group of participants to provide assistance during travel. Escorts may not work as interpreters unless they are qualified to do so. There will be instances where an escort is indeed serving as an interpreter. The work expected of the interpreter and the escort must be clearly defined.

2. U.S. Government funding of an interpreter or escort, whether directly or by indirect source, makes USAID or its contractor the U.S. employer. As such, the contractor must only hire interpreters or escorts qualified to work in the U.S. The penalties related to improper withholding or improper preparation of U.S. tax forms can result in sizable fines.

Another way out of the dilemma is for the interpreter or escort not to be paid with U.S. Government funds in any way, but with cost-sharing via host country contributions or other local-source funding.

U.S. interpreter salaries must be negotiated on a case-by-case basis, according to the skills needed for a particular program, for example simultaneous translation, consecutive (intermittent) translation, or translation at a conference/seminar.

The interpreter/escort receives the same travel and per diem as the participants served.

3. Even if accompanied by an interpreter, the participant must have sufficient English language skills to understand and respond to basic questions at the port of entry.

***XI. Travel to the U.S.**

TRAVELER LIMITATIONS:

- Economy-class travel is to be used by all participants.
- Participants are allowed layovers on scheduled flights in excess of 14 hours on a usually traveled route, including scheduled layovers of less than 8 hours. The layover must be not less than 12 hours or more than 24 hours.

XII. Participant Taxes

Contractors must assign each participant to the appropriate Tax Category as far upstream in the nomination process as possible, and budget for income taxes accordingly.

A. CATEGORY 1: Pure Scholarship-Fellowship Academics

Category 1 participants generally have a foreseeable Federal tax liability. Category 1 participants are enrolled in an accredited, degree-granting U.S. academic institution and are either studying toward a degree or receiving training in a recognized occupation. These participants either:

- i. Did not leave a permanent job in their home-country;
- ii. Left a permanent job to obtain training for another job in a separate field; or
- iii. Have a promise of a job upon completion of USAID-funded training and training is required for that job.

B. CATEGORY 2: Short-Term Job-Related Participants

Category 2 participants generally have no foreseeable Federal tax liability. These participants are in training related to their home-country employment, conducted at U.S. academic institutions or at private or public sector training facilities. The duration of their job-related training is 12 months or less. Category 2 participants pass all three parts of the "CLAIMED ABODE TEST", which permits IRS Section 162(a) deductions for away-from-home expenses incurred during training assignments not to exceed **one** year. Participants in Category 2 have no foreseeable Federal tax liability because business-related expenditures and personal maintenance expenditures are allowed as itemized deductions.

* An asterisk indicates that the adjacent material is new or substantively revised.

C. CATEGORY 3: Long-Term Job-Related Participants

Category 3 participants generally have a foreseeable Federal tax liability. These participants are in training related to their home-country employment, conducted at U.S. academic institutions or at private or public sector training facilities. The duration of the job-related training is 12 months or more and is either

- i. Required by the home-country employer for the participant to keep the present job; or
- ii. Required for the purpose of maintaining/improving skills for the present job.

Category 3 participants generally have a foreseeable Federal tax liability because only the qualified tuition and job-related expenditures are allowed as exclusions or itemized deductions.

D. CATEGORY 4: Non-Scholarship, Non-Job-Related Participants

Category 4 participants generally have a foreseeable Federal tax liability. These participants are not studying for a degree and do not meet any criterion for job-related status. As a practical matter, they are generally high-school students or 4-H participants. Generally, all of their support is taxable.

E. CATEGORY 5: Tax Treaty Country Participants

Category 5 participants generally have no foreseeable Federal tax liability. Contractors must refer to IRS PUB 901: U.S. TAX TREATIES for details. These participants come from countries with which the U.S. has a ratified income tax treaty. Their income is generally excluded from taxation, but they must file an informational return in order to claim that exclusion.

The existence of a treaty does not automatically ensure that the treaty applies to students, participants, teachers, or researchers. Contractors, Missions, and Bureaus must read the treaties and specifically identify the article or section that applies to their participants.

Sometimes a Category 5 participant will have a foreseeable Federal tax liability. This only occurs if the participant's program exceeds the time limits on length of residency imposed by the treaty or the dollar limits on income imposed by the treaty.

Information regarding active tax treaty countries is on the web site for IRS publications. The most current publication is IRS publication 901.

<http://www.irs.gov/formspubs/index.html>

Taxes and Budgeting:

Here are some sample algorithms for calculating the income tax line-item for participant training budgets.

Category 1 Participants:

Estimated Total Annual Program Costs:	_____
LESS: Excludable Qualified Tuition	
Tuition	_____
Books	_____
Fees/Equip.	_____
ESL in USA	_____
Total Excludable Qualified Tuition:	_____
LESS: Personal Exemption Amount	_____
EQUALS: Estimated Taxable Income	_____
TIMES:15%	_____
EQUALS: Estimated Federal Income Tax	_____

Category 3 Participants:

Estimated Total Annual Program Costs:	_____
LESS: Excludable Qualified Tuition	
Tuition	_____
Books	_____
Fees/Equip.	_____
ESL in USA	_____
Seminars/Conf.	_____
Other Business Expenses	_____
Total Excludable Qualified Tuition:	_____
LESS: Personal Exemption Amount	_____
EQUALS: Estimated Taxable Income	_____
TIMES: 15%	_____
EQUALS: Estimated Federal Income Tax	_____

* An asterisk indicates that the adjacent material is new or substantively revised.

Category 4 Participants:

Estimated Total Annual Program Costs: _____

LESS: Personal Exemption Amount _____

EQUALS: Estimated Taxable Income _____

TIMES: 15% _____

EQUALS: Estimated Federal Income Tax _____

ADS 253 contains no instructions for State Income Tax budgeting. Programming agents with participants in Arizona, Illinois, Iowa, Louisiana, Michigan, Montana, and Utah may wish to boost the 15% tax rate closer to 20%.

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APPENDIX: Relevant Forms and Waivers

1. The DS-2019 Certificate of Eligibility form certifies the potential participant's eligibility to apply for a visa to participate in the training program and indicates the dates of the program. U.S. permanent residents (green card holders) and U.S. citizens do not require a DS-2019 for entry to the U.S.

2. Participant processing checklist

Contractors/Sponsoring Units should create their own processing checklists or updates after reviewing the Additional Help reference, Best Practices table of contents and their existing monitoring procedures.

3. Waivers

The policies and procedures detailed in ADS 253, although worldwide in scope, also recognize unique local circumstances that may require deviation. These situations are accommodated through policy waivers, including the following:

Action	Authority
Training in excepted countries under USAID Geographical Code 941	Mission Director or designee. Bureau Chief or designee for centrally funded programs.
Training in countries that are donors to the USAID recipient country	Mission Director or designee. Bureau Chief or designee for centrally funded programs.
Training in countries considered by the State Department to be unfriendly to the U.S.	Mission Director or designee. Bureau AA for centrally funded programs.
Tuition fee cap	Mission Director or designee. Office Director or designee for centrally funded programs.
Training of U.S. citizens or legal residents	Mission Director or designee. Office Director or designee for centrally funded programs.
Sponsoring participants with pre-existing conditions and medical risks	Sponsoring Units (team leader, project manager, etc.).

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