

CONGRESSIONAL HOST OFFICE INFO FOR THE FYI PROGRAM

Congressional Office and Foster Youth Intern Experiences

CCAI is very appreciative of your office considering hosting a Foster Youth Intern this summer. Creating space for individuals with lived experience in the U.S. foster care system on Capitol Hill is a once-in-a-lifetime opportunity for these talented individuals interested in government and the legislative branch.

CCAI believes you will get as much out of the experience as they do. In addition to clerical work and due to the specific nature of the internship, CCAI expects the FYI intern to have an opportunity to work on some child welfare related projects. This could be something as simple as attending child welfare related briefings. Please see the following list of expectations for the office upon the intern's arrival and throughout the summer internship.

CCAI Foster Youth Interns are expected to:

- Be polite, courteous, respectful, and hardworking.
- Arrive on time and leave at the appropriate hour.
- Dress appropriately.
- In addition to child welfare related projects, perform typical intern duties including: answering phones, running errands, giving tours, filing, making photo copies, etc.
- Speak positively and professionally about the Member of Congress, staff, and office throughout the entirety of the internship and after the internship ends.
- Remind appropriate staff person(s) when they have an occasional CCAI obligation and needs to be excused from the office.
- Receive permission from appropriate staff person(s) in order to receive non-CCAI related time off due to travel, illness, or to attend congressional hearings and briefings.

What It Means to Host a Foster Youth Intern

- Host an intern in your office each Monday – Friday from Monday, June 3 – Thursday, July 5, 2024 with an assigned supervisor.
- Assign ongoing projects related to the work of the congressional office.
- In addition to typical intern duties, FYI interns should receive a few assignments related to child welfare, adoption, and/or foster care.
- Participate in a brief evaluation related to the intern's performance.

All Compensation and Support from CCAI

The CCAI Foster Youth Internship Program® is proud to be a fully paid internship with numerous wrap-around supports so that there are no financial barriers to participation.

CCAI covers all costs and congressional offices have no financial expectations when hosting. In fact, in order to keep internship experiences as equitable as possible among all cohort members, we ask that congressional offices do not provide any additional compensation to interns.

CCAI provides the following and more: Weekly stipend for general living expenses, Housing at a local university, Pre-loaded D.C. public transportation card, Travel to and from hometowns to D.C., Professional clothing stipend, Professional training before congressional placement begins, One-to-one mentor who lives and works in D.C., Robust calendar of various networking and professional development events throughout the summer, Opportunity to research, write, publish, and present federal policy recommendations