



Thank you for hiring Campower staff for the 2022 season! We would like to remind you of a few important requirements that are specific to the Campower program and give you tips on how to deal with taxes and social security.

**Contact** – Please inform Camp America of any changes affecting the exchange visitor (e.g., new person of contact, new mailing address, any noteworthy incidents).

**Activity Log** – As cultural exchange is the main goal of the J-1 programs, please document cultural exposure of your support staff and submit it to us at the end of summer. Feel free to document these events in any form convenient for you.

**Monitoring** – The Department of State regulations require Camp America to check-in with Campower participants every 30 days to ensure their health, safety, and welfare. We will email participants a brief survey. Failure to respond can affect their J-1 visa status so please remind them to complete the survey on time. They can also call us at 1-800-727-8233 to answer the survey questions over the phone if that is easier.

**Hours** – Camp America limits work hours for Campower participants to a maximum of 55 hours per week.

**Taxes and Payroll** – A few important reminders (also available [here](#)):

- Host camps are expected by Department of State regulations to facilitate obtaining social security numbers for their international J-1 participants.
- International camp staff are subject to income tax due to the absence of a personal exemption in the latest tax law. However, they are not subject to FICA taxes (Social Security and Medicare taxes).
- Host camps are required to make the appropriate deductions in participant compensation. All J-1 participants should submit [Form W-4](#) to their camp's HR manager so that the proper amount of taxes will be withheld from their wages.
- Host camps must be prepared to issue forms W2 to participants.
- Participants are required to file a federal tax return, as well as state and local where applicable.

*Important: Camp America does not render tax advice and each J-1 participant remains personally responsible to properly fulfill their tax obligations under all Federal, State and Local tax rules.*

**Social Security Number** – Application Process:

1. Confirm your international staff's arrival in [Camp America Online](#) or by calling Camp America at 1-800-727-8233.

2. *At least 48 hours after confirming your staff's arrival*, take them to the [closest Social Security Office](#).
3. Make sure they bring the following documents with them:
  - Application For A Social Security Card Form SS-5 – available at the Social Security Office or downloadable [here](#) to save time
  - [Most recent I-94](#) print out
  - Passport
  - Original DS-2019 Form

We thank you for partnering with Camp America in providing a unique experience for international students to experience American culture.

Don't hesitate to reach out to us with any questions.

Happy camping!

The Compliance Team

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