


Chicago Animal Care and Control	Policy Number: SO-010
Subject: Foster Program Procedures	Date Issued: 3/25/19 Manager's Approval: 

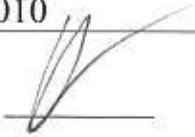
The purpose of fostering is to provide a safe, clean and healthy environment for animals that are deemed adoptable and / or able to be rehabilitated and are at risk by staying at CACC's facility.

**I. Animals to be Fostered:**

- A. Animals with treatable problems or medical reasons requiring more care than can be reasonably provided at CACC and/or requiring isolation.
- B. Animals under eight (8) weeks of age and/or senior animals.
- C. Animals that are extremely shy, timid and need socialization.


**II. CACC Foster Caregivers must:**

- A. Complete a Foster Application to be submitted to the Animal Placement Coordinator ("APC").
- B. Allow for an inspection of their home by an Animal Control Inspector. Inspections shall be made annually prior to renewal of a foster license.
  - a. Any owned animal in the home must be current in all core vaccines as mandated by law, and Foster Caregivers must submit proof of core vaccines to CACC prior to being approved.
- C. Have a valid foster license from the Illinois Department of Agriculture.  
Administrative staff will be responsible for submitting applications to the Illinois Department of Agriculture upon receipt of approved applicants, and will need the name, telephone number and address of these individuals.
- D. Sign a Foster Agreement for the animals to be fostered.


Chicago Animal Care and Control	Policy Number: SO-010
Subject: Foster Program Procedures	Date Issued: 3/25/19 Manager's Approval: 

### III. Fostering Program:

- A. Upon completion and pre-approval of a Foster Application, the APC will notify via email the Operations Manager that an inspection of the applicant's home is required. The name, address, and telephone number of the applicant should be included in the email. The Operations Manager shall then assign an inspector for the home inspection.
- B. The home inspection shall be completed within seven (7) days by an Animal Control Inspector.
- a. The Animal Control Inspector shall complete a Home Inspection Form upon completing the home inspection and shall note "Adequate" or "Inadequate" on the Home Inspection Form.
  - b. The Animal Control Inspector shall give the completed Home Inspection Form to the APC by emailing it to [CACCFoster@cityofchicago.org](mailto:CACCFoster@cityofchicago.org).
- C. The APC shall approve or deny the application and create a file with the applicant's name and place the application inside of the file and give it to administrative staff.
- a. Denied applications will be forwarded to the Shelter Manager, or designee, for review.
- D. Administrative staff shall also update the approved foster applicant's information in the Approved Foster Spreadsheet and identify the name, address, telephone number and species of animal (dog or cat) to be fostered.

Chicago Animal Care and Control	Policy Number: SO-010
Subject: Foster Program Procedures	Date Issued: 3/25/19 Manager's Approval: 

- E. Administrative staff shall keep a file with the approved foster's application, veterinary records (if any), the approved (or denied) Home Inspection Form, and foster license from the Illinois Department of Agriculture.
- F. Administrative Staff shall apply for the license through the State of Illinois.
- G. The administrative staff shall update the Approved Foster Spreadsheet with the approval information.
- H. Once the file is completed as indicated above, administrative staff shall calendar the expiration of the foster license.
- I. When an animal is ready to foster, the APC shall pair a CACC animal with the foster applicant and inform the foster applicant that he / she may foster the animal.
- J. The APC shall update the Approved Foster Spreadsheet with the animal's inventory number and name and place the information in Chameleon by changing the animal's status to "foster" and creating a P inventory number with a hold for foster applicant. The APC shall also place the animal on the spay / neuter / vet-check list in Chameleon if applicable.
  - a. The Supervising Veterinary Technician ("SVT") or assigned medical support staff will record any upcoming booster, vaccine or veterinary care in Chameleon, schedule the same and maintain records of vaccines, boosters and treatments.
- K. Once completed, the APC shall inform administrative staff that an animal is available for pickup, and the administrative staff shall inform the foster applicant when the foster animal is ready for pick-up.

Chicago Animal Care and Control	Policy Number: SO-010
Subject: Foster Program Procedures	Date Issued: 3/25/19 Manager's Approval: 

- L. Upon arrival at CACC for pick-up of the foster animal, the APC will require the foster applicant to sign the Foster Agreement and be informed of any up-coming dates to return to CACC with the foster animal. The Foster Agreement shall be scanned into Chameleon and a hard copy shall be given to administrative staff for completion of the hard copy file.
- M. The foster animal will return to CACC for medical care or when CACC determines that the animal shall be returned.