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Dale A. Rodman, Secretary
William L. Brown, Commissioner

Sam Brownback, Governor

April 23, 2013

Re: Policy Guidance Document

Dear Animal Shelter, Rescue, or Group Home Shelter Licensee:

This letter is to inform you of a recent Kansas Department of Agriculture's (KDA) Division of Animal Health policy change that will affect you and the pet animal foster homes that may foster animals for you.

KDA's Animal Facilities Inspection Program recognizes the significant contribution that foster homes provide to shelters and rescue organizations. We strive to continue to support you and your contribution to the health, safety and well-being of pet animals in Kansas. Over time, we have seen a significant increase in the number of foster homes utilized by Kansas licensed facilities. Along with the increased volume of foster license applications, we have also seen an increased desire for shelters and rescues to have the ability to account for their own foster homes. In an effort to streamline the process of making foster homes available for shelters, rescues and group home shelters and to increase the efficiency of the department, we are implementing a change in the licensing structure for pet animal foster homes.

Effective July 1, 2013, pet animal foster homes will no longer be licensed by the state of Kansas. Instead, the foster homes will be considered as an extension of your licensed animal shelter, rescue or group home shelter. The decision to no longer license pet animal foster homes comes after several collaborative discussions with various licensees and the Kansas Pet Animal Advisory Board. These discussions generated a great deal of positive feedback and support for this policy change. The foster home regulations under the Kansas Pet Animal Act will still apply to all registered foster homes.

This change will allow KDA to maintain the ability to inspect pet animal foster homes on a complaint basis. As the licensed animal shelter, rescue or group home shelter, you will be responsible for keeping accurate and current documents/records of all foster homes and ensuring that they comply with the Kansas Pet Animal Act and all relevant rules and regulations. You will also be responsible for registering and maintaining a written and signed pet animal foster home agreement for the foster homes you utilize under your license with the state of Kansas.

Some of the requirements are as follows:

Annual Administrative Fee

No later than July 1 of each year, the licensed shelter, rescue or group home shelter shall submit a \$10 administrative fee for each current pet animal foster home used by the licensee.

Once the \$10 fee has been submitted and paid for a foster, that foster is registered for the entire license year (July 1 – June 30). When submitting the quarterly list (discussed below) each new foster added to the list should be accompanied by a \$10 fee.

In order to ensure that your form is received by KDA in time for the July 01, 2013 license renewal, your e-mail address should be sent to the Pet-Foster-Homes@kda.ks.gov e-mail address no later than June 15.

All license and registration fees shall to be remitted to the Kansas Department of Agriculture at 109 SW 9th St. Topeka, KS 66612.

Quarterly reporting

On a quarterly basis, the licensed shelter, rescue or group home shelter will supply to KDA, on an electronic form provided by KDA, a list of all foster homes utilized along with the fosters contact information.

The quarterly foster home list must be submitted to KDA by July 1, October 1, January 1, and April 1 of each fiscal year.

The quarterly foster home list should be submitted to the following email address Pet-Foster-Homes@kda.ks.gov .

In order to obtain the electronic form used to provide KDA your list of pet animal foster homes, all shelters, rescues and group home shelters must provide a valid e-mail address to KDA.

We believe this policy change will allow for increased efficiency and cost savings for KDA, the ability to maintain pet animal foster homes at their current \$10 fee, and will allow for increased resources and efficiency for our shelters, rescues and group home shelters who utilize foster homes.

Please advise your pet animal foster homes of this change in policy.

If you have any questions or concerns, please contact our office at (785) 296-2326.

Sincerely,



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