The RCPA membership year begins July 1 and ends June 30. To renew your membership, please complete the steps below. As a reminder, the membership application serves as your invoice, and membership cannot be processed without a completed application.

**STEP 1 – PERSONNEL INFORMATION**
Please complete this section by adding contact information for the positions listed. For example, if your organization provides brain injury services, then you would add a name and email address next to Brain Injury.

**STEP 2 – ORGANIZATION INFORMATION**
Please complete this section that provides RCPA with demographics for your organization.

**STEP 3 – BUDGET INFORMATION**
Dues are based on the organization’s total/gross budgeted revenue for the 2018/19 FY for all services listed in this section, regardless of payment source. A member organization must include budget information for all applicable services and cannot omit budget information for any offered services. The following service areas for adults and/or children are included in your total/gross budgeted calculation:

- Autism/Intellectual and Developmental Disabilities
- Brain Injury
- Child Welfare
- Criminal Justice
- Drug & Alcohol
- Early Intervention
- Juvenile Justice
- Medical Rehab
- Mental Health
- Personal Assistance Services (PAS)
- Residential
- Service Coordination (OLTL)
- Supports Coordination (ODP)
- Vocational/Community Participation

For organizations with multiple sites/subsidiaries, combine the total/gross budgeted revenue for all sites in Pennsylvania. Dues are calculated on a 12-month cycle (July 1 to June 30).

**STEP 4 – ACCREDITATION**
Select all of the accreditations awarded to your organization. If necessary, please add additional information next to “Other.”

**STEP 5 – RCPA MEMBERSHIP DUES**
Add all of the budget amounts in “STEP 3: BUDGET INFORMATION” and enter the total in the first line in this section. Then, refer to the 2019/20 RCPA Dues Table for the
corresponding dues amount; enter your dues amount in the second line in this section. **Minimum dues are $1,130 and maximum dues are $28,325. Affiliations must complete a separate application and pay dues for each organization's total budget.**

**New members only:** New members receive a 50% dues discount. If you are a new member, please take the dues amount on the second line and multiply this by 0.50. Then, enter your new dues amount in the third line in this section.

**STEP 6 – ACCEPTANCE OF MEMBERSHIP CRITERIA AND VERIFICATION BY CEO/EXECUTIVE DIRECTOR**

It is the duty of the CEO, Executive Director, or senior director signatory to assure that the purported budget figure is accurate; this is attested to by means of their signature. Upon request, a member must provide a copy of the most recent audited financial statements for the purpose of verifying membership dues.

**SUBMISSION INSTRUCTIONS**

Please make the check payable to “Rehabilitation and Community Providers Association” and remit payment along with completed application to:

Rehabilitation and Community Providers Association  
777 E Park Dr, Ste 300  
Harrisburg, PA 17111-2754

**RCPA membership cannot be processed without a completed application and dues payment.** If you have questions about membership dues, please contact Accounts Receivable/Membership Services Manager Tieanna Lloyd at 717-963-3609 or via email.