



REHABILITATION & COMMUNITY
PROVIDERS ASSOCIATION

2019/20 Provider Member Application Instructions

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](#).