



## 2025/26 Provider Member Application Instructions

The membership year is July 1 through June 30. To renew your membership, please be aware of the following:

- A completed membership application and dues payment are required to process membership.
- The [membership application](#) is your invoice (see language on last page of application).
- Organizations that provide telehealth services only should complete the [Telehealth Services Only application](#).
- Organizations licensed to provide health and human services outside Pennsylvania should complete the [Non-PA Based Provider Member application](#).

### STEP 1 – ORGANIZATION INFORMATION

Provide contact information for all positions listed. *At minimum*, provide contact information for the following:

- CEO/Exec Director
- Admin/Exec Assistant
- CFO
- Comm/PR Contact
- Government Affairs
- Human Resources
- IT Contact
- Primary Contact
- Renewal Contact

### STEP 2 – ACCREDITATION

Select all accreditations awarded to the organization. If necessary, please add additional information next to "Other."

### STEP 3 – LOBBYING INFO

This information is used for RCPA's multi lobbyist efforts and informational sessions. Indicate if the organization has a lobbyist. If an internal lobbyist is used, complete "Name" and "Email" fields only. If an external lobbyist is used, complete "Lobbying firm," "Name," and "Email" fields.

## STEP 4 – SERVICES, REVENUE, AND CONTACT INFO

Dues are based on an organization's revenue for the 2024/25 FY. Regardless of payment source, applicable revenue must be reported for all services listed in this section, which are provided in Pennsylvania. *Do not omit revenue information for any listed service.*

The following service areas for adults and/or children must be included in your total revenue calculation:

- Autism/Intellectual and Developmental Disabilities, including:
  - Community Participation
  - Employment
  - Residential
  - Supports Coordination (ODP)
- Behavioral Health, including:
  - Criminal Justice (includes re-entry, case management, probation-related services, etc.)
  - Adult Mental Health (includes supportive housing)
  - Children's Services (includes Autism/IDD, Child Welfare, IBHS, Juvenile Justice, Mental Health, SUD, and other child-related programs)
  - SUD Treatment Services (for adolescents and adults)
- Brain Injury
- Early Intervention
- Medical Rehab, including:
  - Inpatient
  - Outpatient
- Pediatric Rehab
- Physical Disabilities & Aging, including:
  - OLTL Employment Services
  - Personal Assistance Services
  - OLTL Service Coordination

For organizations with *multiple sites/subsidiaries*, combine the revenue for all sites in Pennsylvania. For *affiliates*, please submit an application for each organization; dues should be paid for each organization's total budget.

## STEP 5 – RCPA MEMBERSHIP DUES

Add all total revenue amounts in **STEP 4** and enter in the first line in this section. Then, refer to the [2025/26 RCPA Dues Table](#) for your dues amount.

**New Provider members only** receive a first-year 50% dues discount. If you are a new member, please take the dues amount 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**

- If paying by check, 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 G4  
Harrisburg, PA 17111

- If paying by ACH, please contact Tieanna Lloyd for payment information.

*Please remember that RCPA membership cannot be processed without a completed application and dues payment.* If you have questions about membership dues, please contact Membership Services/Business Partnerships Manager Tieanna Lloyd via phone (717-963-3609) or [email](#).