



PCCYFS Provider Membership

Annual Membership Process and Dues Schedule

Updated 2022

On January 19th, 2022, the PCCYFS Board of Directors (BOD) unanimously approved a modest change in the dues rate for most PCCYFS Provider Members. The BOD agreed on four primary objectives around this shift in dues and overall changes to the membership process. First, that the smallest agencies should see the smallest amount of change. Second, that dues for the largest agencies have not kept pace with their growth. Third, PCCYFS should structure the dues so that it isn't necessary to frequently revisit and update the dues amounts. Finally, PCCYFS should simplify the application/renewal process.

Dues Calculation Process – Changes to the Required Fiscal Document Submissions

- For Provider Members who DO annually file an IRS-990-Return of Organization Exempt from Income Tax with the Internal Revenue Service (IRS) (most non-profit Provider Members).
 - o PCCYFS will locate the most recently filed IRS-990 via the IRS.gov website. **You will no longer be required to submit a fiscal audit.** PCCYFS will pull IRS-990 documents near the end of the current fiscal year and will make every attempt to calculate the dues for the new/upcoming fiscal year before the new year begins and the first invoice of the new year is issued.
 - Dues will be calculated based on the “Current Year”, “Total Expenses” (line 18 of the IRS-990).
 - This amount will be applied to the PCCYFS dues schedule to determine the annual dues amount (last page of this document).
 - Once dues have been calculated based on the IRS-990, any member may dispute the dues amount calculation and can provide an updated/more current IRS-990 and/or their most recently completed Certified Public Accountant (CPA) fiscal audit which can be evaluated instead for a dues recalculation. Any disputes of calculated dues should be sent to HbgOffice@PCCYFS.org.
- For Provider Members who do NOT file an IRS-990 (typically agencies who are for-profits, C-Corp's, etc.)
 - o Members will be required to annually submit a copy of the most recently completed organizational fiscal audit as prepared by a CPA.
 - o The fiscal audit will be reviewed and the total operational expenses for the last completed audited year will be used to calculate the annual dues amount, in the same manner that dues have been historically calculated.

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PCCYFS is a leading statewide membership organization serving as a united voice for our valued partners through education, data, resources, and advocacy towards achieving a brighter future for children, youth, and families.

- All NEW Provider Members applying for membership
 - For all new members, an initial full membership application is required, and is available at the [PCCYFS website](#).
 - Once PCCYFS receives your membership application, PCCYFS will pull the current IRS-990. If a new member does not have an IRS-990, they will be required to submit a completed CPA agency fiscal audit.

Summary of Changes to the Application Process for All Renewing Provider Members

- Renewing Provider Members will NOT be required to complete an annual membership application.
- PCCYFS membership will automatically renew year to year.
 - If a Provider Member wishes to cancel their annual membership, they must contact HbgOffice@PCCYFS.org no later than July 31st of the new fiscal year.
- All Provider Members will have an agency account/profile within the PCCYFS website. The majority of the Provider Member profile is built around the original/most recent membership application and is prepopulated by PCCYFS staff.
 - All renewing Provider Members are expected to visit their agency profile within the PCCYFS website regularly, but at least once per year, and must review the information contained in their profile to make updates as appropriate.
 - This member profile, amongst other important information, will dictate who from the Provider Member agency's staff is granted access to the Members-Only Sections of the PCCYFS website.
 - Each agency will have an identified account administrator for their agency profile who can assure their profile is updated and also to add/delete individual users from their agency.
 - PCCYFS staff can also provide assistance with making updates to a Provider Member's profile. For challenges with the provider profile, please contact hbgoffice@pccyfs.org.
 - The provider profile is private and not accessible to members of the public. Its content will not be visible through web-based searches or visible to anyone outside of the provider agency and PCCYFS.

Frequently Asked Questions

What is the PCCYFS membership/fiscal year timeline?

The PCCYFS fiscal year is July 1 through June 30.

What qualifies under the dues calculation?

An agency's dues are calculated based on the total operational expenses of the agency for related programs. These include an agency's children, youth and family programs in Pennsylvania, including child welfare, juvenile justice, children's mental/behavioral health and education (adult services and child day care are excluded from the dues assessment). All programs within these categories funded by federal, state, county, or behavioral health managed care organizations (BH-MCO's) are included for dues calculations.

I heard that PCCYFS changed their dues for 2022-2023, what is the impact of the dues change on members?

Overall, 91% of PCCYFS Provider Members will see an increase in dues beginning in the 22/23 fiscal year. Of those, 78% will see an increase of \$1,000/year or less, with 60% seeing an increase of less than \$750/year.

What if I recently merged/affiliated with another organization? What is my new dues structure?

Member organizations who legally *merge* with another organization will be considered one entity. Organizations who *affiliate* with another organization to streamline various administrative functions of their operations, will NOT be considered merged, and will continue to be required to pay individual agency membership dues.

- Definitions of "*merge*" (15 Pa.C.S. §312) and "*affiliate*" (15 Pa. C.S. § 2552) will follow Title 15 of the Pennsylvania General Assembly Consolidated Statutes: Corporations and Unincorporated Associations.

What kind of payment plans are available?

Dues can be paid either as one payment (invoiced in July), two payments (invoiced in July and January), or quarterly (invoiced in July, October, January, and April). New members will be asked about their desired invoice frequency at the time on joining. Renewing members will have their previous invoice frequency automatically renewed each new fiscal year, however, they can request a change to their interval frequency at any time by contacting HbgOffice@PCCYFS.org.

I submitted my documents, am I now a PCCYFS member?

Membership will not begin until the completed application and fiscal documents are obtained so a membership dues invoice can be calculated and generated. Membership benefits can begin at the time of receipt of all documents and are not required to wait until the first payment is made.

What if I operate in more than one state?

Provider Members who have multiple state operations and their IRS-990 does not summarize only the PA program operational expenses, will be required to submit their CPA prepared organizational audit which traditionally has state specific breakouts so that only their Pennsylvania operational expenses are included in their dues assessment.

What if I don't agree with the way my dues were calculated?

Any member may dispute their calculated dues. Disputes of calculated dues should be sent to HbgOffice@PCCYFS.org.

My dues were higher/lower than what they should have been. How will I be credited/charged for the difference?

For any Provider Member for which an IRS-990 or current fiscal audit cannot be located prior to creating and sending the initial membership dues invoice for a new fiscal year, while PCCYFS staff work to acquire the necessary fiscal documents, membership dues invoicing for the new year will mirror the previous year (in regard to annual dues amount and invoice frequency of single, double, or quarterly invoices). Once the appropriate fiscal paperwork is acquired, any necessary update to the annual dues amount will be reflected on the next invoice.

In the event of a member paying more than their total dues before all information is obtained by the agency and a lower dues amount being established, a credit memo will be issued for credit towards a future amount due to PCCYFS (training fee, conference registration, future dues invoice, etc...). A refund can be issued to the member if requested, however the preferred route would be to issue a credit memo. If the calculation results in an additional amount due to PCCYFS, a new invoice will be generated to that member for payment, or the additional dues amount will be incorporated into the next dues payment installment(s).

Who can I contact if I have any other questions about my membership application?

Please contact our Harrisburg Office at HbgOffice@PCCYFS.org.

PCCYFS Provider Member Dues Schedule

updated 2022

<u>Annual Operating Expenses</u>	<u>Annual Dues</u>
\$350,000 or less	\$450
\$350,000 - \$ 1 Million	millage rate of .155% (expenses X .00155)
\$1 million - \$7.49 Million	millage rate of .165% (expenses X .00165)
\$7.5 - 10 Million	\$12,375
\$10 - 20 Million	
\$10 - 12.5 Million	\$12,625
\$12.5 - 15 Million	\$12,875
\$15 - 17.5 Million	\$13,125
\$17.5 - 20 Million	\$13,375
\$20 - 30 Million	
\$20 - 22.5 Million	\$13,625
\$22.5 - 25 Million	\$13,875
\$25 - 27.5 Million	\$14,125
\$27.5 - 30 Million	\$14,375
\$30 - 40 Million	
\$30 - 32.5 Million	\$14,625
\$32.5 - 35 Million	\$14,875
\$35 - 37.5 Million	\$15,125
\$37.5 - 40 Million	\$15,375
\$40 - 50 Million	
\$40 - 42.5 Million	\$15,625
\$42.5 - 45 Million	\$15,875
\$45 - 47.5 Million	\$16,125
\$47.5 - 50 Million	\$16,375
\$50 - 60 Million	
\$50 - 52.5 Million	\$16,625
\$52.5 - 55 Million	\$16,875
\$55 - 57.5 Million	\$17,125
\$57.5 - 60 Million	\$17,375
\$60 - 70 Million	
\$60 - 62.5 Million	\$17,625
\$62.5 - 65 Million	\$17,875
\$65 - 67.5 Million	\$18,125
\$67.5 - 70 Million	\$18,375
\$70 - 80 Million	
\$70 - 72.5 Million	\$18,625
\$72.5 - 75 Million	\$18,875
\$75 - 77.5 Million	\$19,125
\$77.5 - 80 Million	\$19,375
\$80 - 90 Million	
\$80 - 82.5 Million	\$19,625
\$82.5 - 85 Million	\$19,875
\$85 - 87.5 Million	\$20,125
\$87.5 - 90 Million	\$20,375
\$90 - 100 Million	
\$90 - 92.5 Million	\$20,625
\$92.5 - 95 Million	\$20,875
\$95 - 97.5 Million	\$21,125
\$97.5 - 100 Million	\$21,375
Dues are capped for all Provider Members at the \$100 million/year level.	

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