

Pennsylvania Council of Children, Youth and Family Services

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2011-2012 Membership Application and Dues Assessment Process

Application for Membership: The membership year begins on July 1 and runs through June 30, new members may join at any time during the fiscal year. Each member agency is asked to complete an application for membership. This application form indicates your agreement to provide the necessary documentation to support calculation of dues. Dues are billed at a later date based on the fiscal information as supplied and as agreed to on the payment schedule selected by your agency.

Graduated Dues Assessment: Up to the first \$7.5 million of an agency's operating budget, the millage assessment is at .14% (.0014) of an agency's most recently audited fiscal year for children, youth and family services. An agency's children, youth and family budget includes all programs related to **children, youth and family work in Pennsylvania** encompassing the total of child welfare, juvenile justice, children's mental/behavioral health and education dollars (adult services are excluded from the dues assessment). Dues for agencies with budgets totaling \$7.5 to 10 million are \$10,500. There is a graduated scale adding an additional \$250 for operating budgets between 10 million and 20 million and per each 10 million thereafter. Minimum dues are \$450.00 for agency operating budgets below \$350,000. Dues will be prorated as applicable for agencies joining during the fiscal year.

Adherence to this basis for calculating dues is necessary to fund PCCYFS operations and to provide equity across the diverse composition of children, youth and family service agency members. The scope of supports delivered through PCCYFS includes addressing and coordinating mental health, education, and the more traditional child welfare and juvenile justice concerns and challenges providing an integrated approach to membership services.

Method of Calculation: Member agencies are asked to indicate the total annual operating expenses as reflected in the most recent audited fiscal year report for children, youth and family services on the membership application form. Dues are based on the most recently completed fiscal year (FY 2009-2010 or calendar year 2010). The Council will calculate the 2011-2012 dues and invoice the member agency according to the dues year calculations and the schedule for payment selected.

Audit Submission: Each member organization is asked to submit a copy of their most recent audit to support these calculations with their membership application. If a new audit is completed within the Fiscal Year, dues will be adjusted as needed upon receipt of the audit.

Method of Payment: Invoices for the dues as calculated will be sent upon receipt of the membership application. Annual dues will be billed in accordance with the payment schedule selected on the application and are due upon receipt of the invoice. Other payment arrangements, including quarterly payments, may be arranged through the Council office.

Member agencies are expected to adhere to the Code of Ethics to protect the value of membership by not disseminating information generated by PCCYFS outside their agency.

Questions: Questions should be directed to the PCCYFS Office at 1-570-689-7747 or 717-651-1725. The completed membership renewal application may be faxed to 717-651-1729.