

**TECHNICAL**

**SACWIS issues/add a provider:**  
SACWIS Help Line (ext. 6446) or  
email to List.SACWIS  
**Phone/computer issues/Kronos  
password reset/Microsoft Office  
issues:**  
[SCCSHelpdesk@summitkids.org](mailto:SCCSHelpdesk@summitkids.org)

**MEETINGS**

**To schedule a TDM/FTM:**  
Chris Bowman (ext. 1025)  
**To schedule a PPRP:**  
Judy Kelly (ext. 1815)  
**To reserve a room for a meeting:**  
Front Desk (ext. 1860)  
**To schedule Emancipation Planning  
Meetings:**  
Sandy Mason (ext. 1084)

**HUMAN RESOURCES**

**Kronos issues:**  
Sarah Grubb (ext. 1941)  
Marilyn Mazzei (ext. 1792)  
**Benefit issues:**  
Kim Mann (ext. 2006)  
Donna Testa (ext. 2005)  
**Grievance issues:**  
Union Office (ext. 2071)  
*Bargaining Unit staff*  
Donna Testa (ext. 2005)  
*Management staff*

**EMERGENCY NEEDS**

**Emergency Packets:**  
**Daytime Hours:** Clothing Center (ext. 1822)  
or Front Desk (ext. 1860); Protective  
workers, see Deb Martin (ext. 1810)  
**After Hours:** Security (ext. 1862)

**SECURITY**

**Security issues/obtain copy of a police  
report/accompany for home visit:**  
Security Desk (ext. 1862)  
Security Coordinator—Bill Piurkowsky  
M-F 1pm-9pm (ext. 1849)

**OUTSIDE AGENCIES**

Locust Pediatrics: 330-543-8530  
Adolescent Clinic: 330-543-8538  
CARE Center: 330-543-8453  
Juvenile Court (Main number):  
330-643-2900  
Akron Police Department:  
330-375-2181  
Summit Co. Sheriff: 330-643-2181

Long distance code: \_\_\_\_\_

**NOTES:**

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**Who do  
I call about  
THAT??**



Know who to call for  
the answers you need  
to many of your work –  
related questions!



## CLIENT NEEDS

### **School enrollment for children in care:**

Social Work Assistant

### **Utilities/assistance:**

Social Work Assistant

### **Clothing for clients:**

(REMINDER: staff must accompany client to Center)

Penny Myers (ext. 1822)

### **Vouchers/child care for kinship**

### **caregivers:**

Amy Russell (ext. 1863)

### **Processing CGC intake paperwork:**

Antuane Hammond (ext. 2110)

### **Drug screen results:**

Front Desk (ext. 1860)

### **DJFS liaison/KPI:**

Melissa Vein (ext. 1070)

### **Bus passes:**

Your clerical support

### **CSEA:**

Teresa Ford (ext. 2093)

### **Beds for Kids:**

Ann Ream (ext. 1096)

### **Emancipating Youth/IL:**

Jeannie Cargill (ext. 7256)

### **Client Rights Office:**

Nealya Carter (ext. 2087)

### **Medical reports for children in care:**

Teresa Ford (ext. 2093)

### **Special programs/Community Relations:**

- *holidays, school supplies, WAB requests* -Sandy DeLuca (ext. 1994)
- *gift cards*—Barb Knoch (ext. 2089)



## GENERAL QUESTIONS/WORKER NEEDS

### **CAPMIS tools:**

Helen Jean Cardina (ext. 1921)

Colleen Harris (ext. 7038)

### **Training (scheduling/cancelling/ETrack):**

Jodie Hembree (ext. 1867)

### **SAR :**

Donna Morgan (ext. 1679)

### **ICPC:**

Christina Malpass (ext. 1617)

### **Tuition Reimbursement:**

Kim Mann (ext. 2006)

### **Records:**

Heidi Huscroft (ext. 1015)

### **Kinship or AMHA:**

Johnna Myers (ext. 1985)

### **To request a county car:**

Front Desk (ext. 1860)

## FISCAL

### **Medicaid for a child in care:**

Stephanie Capps (ext. 1949)

Carrie Kocias (ext. 1970)

### **Mileage:**

Jill Clark (ext. 1937)

### **Random Moments:**

Barb Johnson (ext. 1804)

### **Birth certificates/Social Security Cards :**

A-J Carrie Kocias (ext. 1970)

K-Z Stephanie Capps (ext. 1949)

## LEGAL

Specific questions regarding children whose last names begin with:



### **Attorneys:**

A-E Laurie Hanson Estep (ext. 2066)

F-M Liz Mangon (ext.1796)

N-Z Catherine Van Horne (ext. 2002)

### **Paralegals:**

A-E Christine Coles (ext. 2117)

F-M Serinna Law (ext. 1781)

N-Z Marcie Ford (ext. 2058)

General questions/schedule an appointment:

Legal Dept (ext. 5338)

## PLACEMENTS

Request a placement, notification of a placement change or request a Placement Staffing/ACC:

Kathy Thomas (ext. 1953) or email List.Placement Request

After hours—Laurie Marniella

Cell: 330-808-7065

Information about becoming a foster/adoptive parent:

Foster/Adoption line (ext. 1990)

