

## Distribution Lists

Distribution lists are groups of email addresses that have been set up to make the sending of email easier for the user. There are distribution list setup at the state and local levels. Below are some of the distribution lists that you may find helpful.

### Help Desk

LACA, along with all 22 ITC's, is required to use the state help desk (CAUnicenter). Help desk tickets are entered by clicking on the Help Desk icon on the Fiscal Staff page. The help desk tickets will be used to build a knowledge base of the most common issues that users face.

When posted a help desk ticket, you should pick the request area of LACA.FISCAL. These requests will be email to Melody Hewitt, Mary Knicely, and Jon Bowers.

### LACA Staff Distribution Lists

LACA has setup local distribution lists that can be used to email questions that need immediate attention. We established these distribution lists so your questions or problems will receive attention in a timely manner even if one of our employees is out of the office. These emails will be sent to a group of people that can help you with your problem. Below are our staff distribution lists and the people that will receive your email message.

- Fiscal related questions  
**FISCAL@LACA.ORG**  
Melody Hewitt, Mary Knicely, Jon Bowers
- EMIS related questions  
**EMIS@LACA.ORG**  
Mary Knicely, Melody Hewitt, Jerry Eby, Jeff Davis, Jon Bowers
- Library Services related questions  
**LIBRARY@LACA.ORG**  
Trish Baker, Jon Bowers
- Network related questions  
**NETWORK@LACA.ORG**  
Chad Carson, Joey Alexander, David Stein, Jerry Eby, Bobbie Warthman, Jon Bowers
- Data Driven Decisions for Academic Achievement  
**D3A2@LACA.ORG**  
Bobbie Warthman, Trish Baker Mary Knicely, Chad Carson, Jeff Davis, Jerry Eby, Meghan McLeish, Elizabeth Faulkner, Jon Bowers

- DASL Related questions  
**DASL@LACA.ORG**  
Jeff Davis, Jerry Eby, Mary Knicely, Meghan McLeish, Elizabeth Faulkner, Jon Bowers
- Progress Bank and SSEM questions  
**PROGRESSBOOK@LACA.ORG**  
Elizabeth Faulkner, Meghan McLeish, Jerry Eby, Jeff Davis, Jon Bowers

### **Committee Distribution Lists**

- Governing Board Members  
**LOCAL\_GOVERN\_BD**
- Fiscal Advisory Committee Members  
**LOCAL\_FISCAL**

### **Other LACA Groups**

- Payroll staff in LACA districts  
**LOCAL\_USPS**
- Accounting staff in LACA districts  
**LOCAL\_USAS**

### **OECN Distribution Lists**

The OECN has set up statewide distribution lists. These lists will send email to all of the individuals through out the state.

These lists send email to individuals in districts that are associated with LACA's ITC.

- All superintendents in LACA's ITC.  
**MAIL\_SUPT\_PUB**
- All treasurers in LACA's ITC.  
**MAIL\_TREAS**

These lists send email to all individuals through out the state attached to the lists. For example, OECN\_TREAS will send email to all treasurers in the state.

- All treasures in the State of Ohio.  
**OECN\_TREAS**
- All superintendents in the State of Ohio.  
**OECN\_SUPT\_PUB**

## State Contacts

- School Employees Retirement System
  - 45 N. Fourth Street  
Columbus, Ohio 43215-3634  
1-614-222-5853
- State Teachers Retirement System
  - 275 E. Broad Street  
Columbus, Ohio 43215-3771  
1-614-227-4050  
<http://www.strsoh.org>
- Ohio Department of Jobs and Family Services
  - 145 South Front Street  
Columbus, Ohio 43215-1618  
Phone 1-614-466-2100  
Fax 1-614-466-5025
  - 144 W. Main Street  
Newark, Ohio 43055  
1-740-345-3402
- Ohio Department of Education
  - 65 South Front Street  
Columbus, Ohio 43215  
1-614-466-3641  
<http://www.ode.ohio.gov>  
or from LACA's homepage
- Division of School Finance
  - 65 South Front Street, Room G-20  
Columbus, Ohio 43215-4183
  - School Management Assistance Section  
Tom Hollern
  - Area Coordinators Office  
Estelle Diehl, Patricia Willard
- INFOhio
  - Teresa Fredericka, Executive Director  
2455 North Star Road, Suite 1  
Columbus, Ohio 43221  
1-614-752-2941