The Commonwealth of Kentucky

kynect

benefits

SNAP E&T

Quick Reference Guide

Activities
This Quick Reference Guide is designed to help SNAP E&T Participants report, view, and edit their Activities.

Table of Contents

Activity Reporting .................................................................................................................................................. 3
Steps to Report Activities ................................................................................................................................. 3
Steps to View and Edit Activity Details ........................................................................................................... 7

Please Note: Participants who still need help after referencing this Quick Reference Guide can call (855) 459-6328 for additional assistance.
Activity Reporting
SNAP E&T Participants are required to report SNAP E&T Activity monthly. Reporting monthly SNAP E&T Activity helps Participants receive the full benefits of the E&T program. This guide shows Participants how to report, view, and edit SNAP E&T Activities in **kynect benefits**.

Steps to Report Activities

1. Navigate to the **kynect benefits** Resident Dashboard.
3. Click “My Activities” at the bottom of the E&T Participation screen to go to the My Activities screen. The My Activities screen shows the hours completed for the current and previous two months. It also shows a summary of reported Activities.

4. Click the “Report a New Activity” button at the top of the My Activities screen to report an Activity. This action opens the Select Activity screen.
5. Select the type of Activity you wish to report on the Select Activity screen. All active Referral Placements are shown for the current month. Active Referral Placements from the previous month are shown until the 7th of the current month.

**Please Note:** Activities may be reported for a month until the 7th of the next month.

7. Select the “Activity Start Date” and “Activity End Date” from the calendar icon.
8. Enter the total hours worked in the “Total hours you worked” field and include any comments about the hours worked on the Report Hours screen.

9. Click the “Next” button to continue to the Verify Hours screen.

10. Verify your Activity hours by entering your Supervisor’s Name, Email, and Phone Number on the Verify Hours screen. These fields may be filled in already depending on the Opportunity.

12. Submit the Activity by checking the “Consent Checkbox” and clicking “Submit.”
Steps to View and Edit Activity Details

The Activity Summary section of the My Activities screen displays a summary of all Activities reported for your E&T hours. Specifically, it displays:

- Activity Details (Agency, Component)
- Start and End Dates
- Hours
- Verification Status

1. To view or edit Activity Details, navigate to the My Activities screen.
3. Change any details that need to be updated, upload any new documents, and check the “Consent Checkbox” to edit Activity details. Residents may only edit Activities before the 7th of the month following the Activity date and before they are verified in kynect ability.