



# kynect

## benefits

Together for a better Kentucky

# SNAP E&T Participants Frequently Asked Questions



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## General Questions

### 1. What is SNAP E&T?

SNAP E&T is an Employment and Training program that:

- 1) Is a free, additional benefit offered to Kentucky's SNAP Participants ages 16 up to 59
- 2) Provides them with opportunities such as education and training
- 3) Is available in all 120 counties
- 4) Is offered by the Department for Community Based Services (DCBS)

### 2. Who is eligible for SNAP E&T?

Every member of a household age 16 up to 59 who receives SNAP benefits is eligible for SNAP E&T.

### 3. How do I access my SNAP E&T account?

You may access SNAP E&T through the kynect benefits dashboard that appears after logging into [kynect benefits](#). Participants may only access SNAP E&T if they are enrolled in SNAP and have completed an assessment.

### 4. Who should I contact if I need help or assistance in SNAP E&T?

E&T Participants may receive help and assistance in kynect ability by:

- Visiting the [SNAP E&T](#) screen on the CHFS website
- Calling the kynect ability hotline at (302) 564-0871
- Emailing [SNAPET@ky.gov](mailto:SNAPET@ky.gov)

### 5. What languages are available in SNAP E&T?

SNAP E&T is available in English and Spanish.

### 6. Can SNAP E&T fulfill work requirements?

SNAP E&T fulfills the SNAP work requirement. Anyone may participate in SNAP E&T as long as they:

- Are ages 16 up to 59 years old
- Receive SNAP benefits

When someone participates in SNAP E&T, they:

- Work one-on-one with a coach to find training or employment
- Participate in the E&T component/activity
- Report and verify their E&T hours

## Transportation Payment Requests

### 7. What is the SNET-145?

The SNET-145 is a form SNAP E&T Participants may use to request transportation payments or report activity hours. E&T Participants may submit the SNET-145 via kynect benefits, fax, or mail.

### 8. Am I eligible to receive transportation assistance?

SNAP E&T Participants may receive up to \$25 for transportation expenses. This is done by completing a transportation payment request. Submit transportation payment requests on kynect benefits or with the SNET-145 form.

### 9. How do I request a transportation payment?

You may complete these steps to request a transportation payment on [kynect benefits](#):

- 1) Click the "Transportation Payment" link on the E&T Participation screen to go to the Transportation Payment Summary screen.
- 2) Click on the "Request Payment" button to request a transportation payment.
- 3) Choose a month and enter the amount requested.

E&T Participants may only request transportation payments for the current or next month.

### 10. What are the requirements to receive a transportation payment?

To receive a transportation payment, you must:

- Participate in an accepted E&T activity. Hours are reported using the "Report a New Activity" link on the E&T Participation screen or by submitting the SNET-145 form.
- Actively receive SNAP benefits
- Have completed an E&T Assessment with an E&T Partner or Provider
- Have not already received a transportation payment for the requested month

## Good Cause Requests

### 11. What is Good Cause?

Good Cause begins when events beyond control prevent SNAP E&T Participants from completing their hours. See below for details.

- A month is not considered bad if Good Cause is approved for Participants with work requirements.
- Claim Good Cause in [kynect benefits](#) by clicking the "Good Cause Report" link from the E&T Participation screen. Then, click "Report Good Cause."
- Examples include a death in the family or car issues.

## **12. What information do I need to request Good Cause?**

If you choose to request Good Cause, you must report the following to submit a Good Cause Request:

- Month failed to comply with requirements
- Reason for not complying
- Hours unable to complete
- Upload any needed documents

## **13. How do I view/edit my Good Cause requests?**

To view/edit a Good Cause request, select a month from the Good Cause Report Summary Screen. Then, edit the details entered and upload new documents. Good Cause requests may only be created and edited for the current or previous month.

## **Referrals/Placements**

### **14. How do I view and upload documents for my Referrals/Placements?**

Referrals/Placements are the E&T activities that the SNAP E&T Participant must complete. To upload documents for Referrals and Placements, click “Referral/Placement” on the E&T Participation screen. Click the agency name to view the details of a referral/placement record. On the Referral/Placement Details screen, click “Upload Documents” to upload documents for referrals.

## **Activities**

### **15. How do I report/verify my activities?**

E&T Participants must report and verify their participation in E&T. To report/verify activities, follow these steps:

- 1) Click the “My Activities” link from the SNAP E&T Participation screen to go to the My Activities screen.
- 2) Click the “Report a New Activity” link to display a list of referrals.
- 3) Select the referral for which you are reporting the activity and enter what activity was completed and the hours completed.
- 4) Click the “Next” button to move on to the Verify Activity screen.
- 5) Confirm the contact information of the Opportunity Supervisor.
- 6) Upload documents for the activity. The FSET-108 and the SNET-145 can be uploaded if the activity is reported for a referral with a Workfare component. If the activity is reported for a referral without a Workfare component, then only the SNET-145 can be uploaded.
- 7) Select “Submit” to confirm the report and verification.

## **16. How do I view/edit my activity details?**

To view/edit activity details:

- 1) Select the agency name on the Manage My Activities screen to go to the Activity Details screen.
- 2) Edit the activity details entered and upload new documents for verification.

Please note: Activities may only be edited if it is before the 7<sup>th</sup> of the month and the activity has not been verified.