

The Commonwealth of Kentucky



kynect
benefits

SNAP E&T

Quick Reference Guide

Transportation Payment Requests





This Quick Reference Guide is designed to help SNAP E&T Participants create, view, and edit Transportation Payment Requests.

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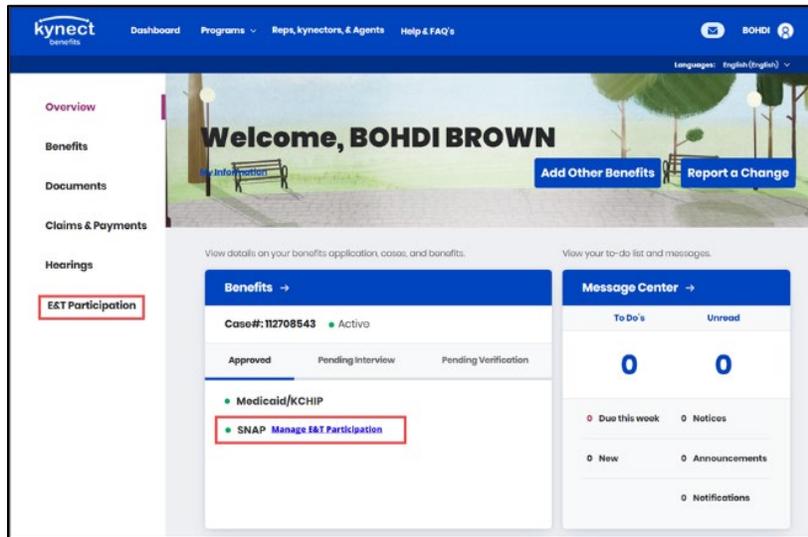
Please Note: Participants who still need help after referencing this Quick Reference Guide can call **(855) 459-6328** for additional assistance.



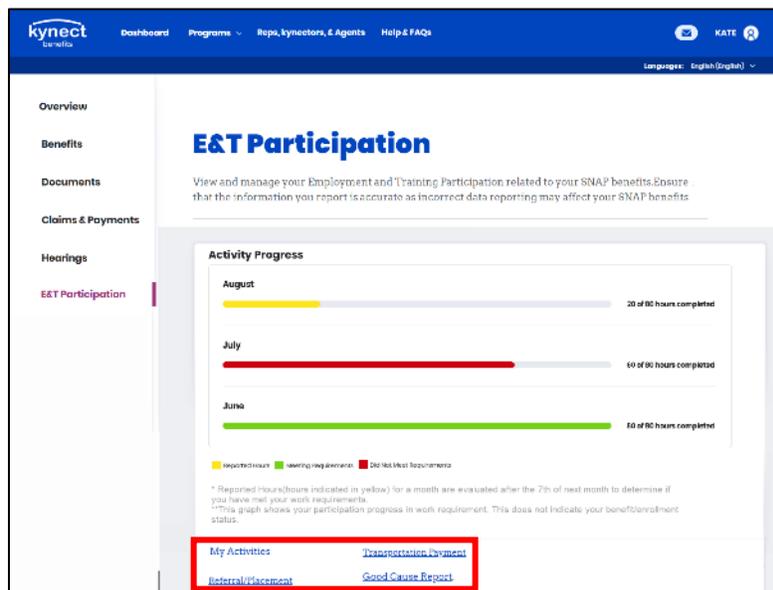
Creating a Transportation Payment Request

SNAP E&T Participants may receive one Transportation Payment of up to \$25 that will be issued for the following month. Transportation Payments are intended to help Participants reach their E&T Activities. This guide shows you how to create, view, and edit a Transportation Payment Request in **kynect benefits**.

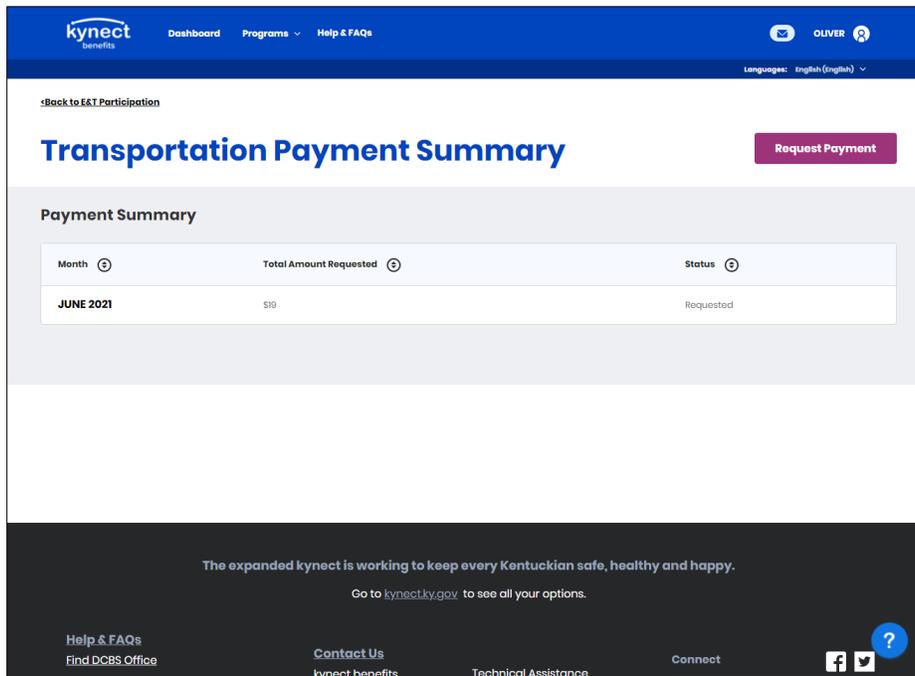
Steps to Create a Transportation Payment Request



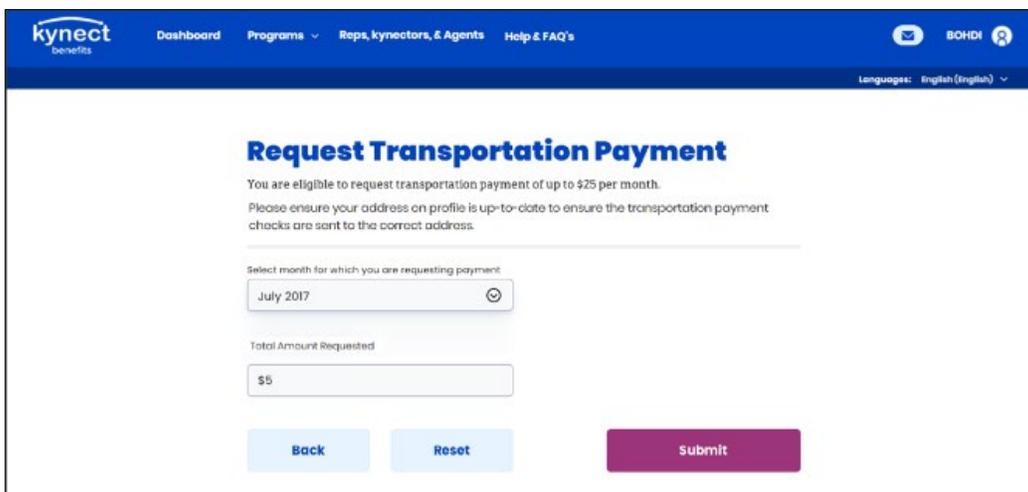
1. Navigate to the **kynect benefits** Resident Dashboard.



3. Click the “Request Payment” link at the bottom of the E&T Participation screen to be taken to the Transportation Payment Screen. The Transportation Payment Summary screen provides an overview of the all Transportation Payments requested by a Participant or E&T Providers on behalf of the Participant.



4. Click the “Request Payment” link at the top of the Transportation Payment Summary screen to open the Request Transportation Payment screen.



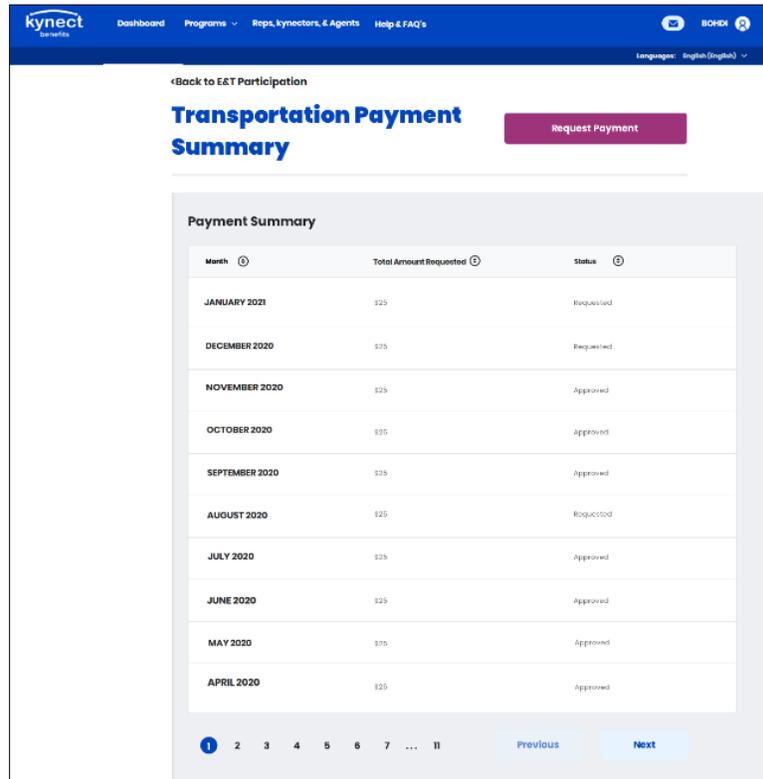
5. Select the month for which you are requesting payment from the Request Transportation Payment screen.



Please Note: The total amount requested may be up to \$25. Payments will be issued the following month after making a Transportation Payment Request. You cannot submit more than one Transportation Payment Request per month.

7. Click "Submit" to confirm the Transportation Payment Request.

View and Edit Transportation Payment Requests



Navigation: Dashboard Programs Reps, Kynectors, & Agents Help & FAQ's Languages: English (English)

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Transportation Payment Summary

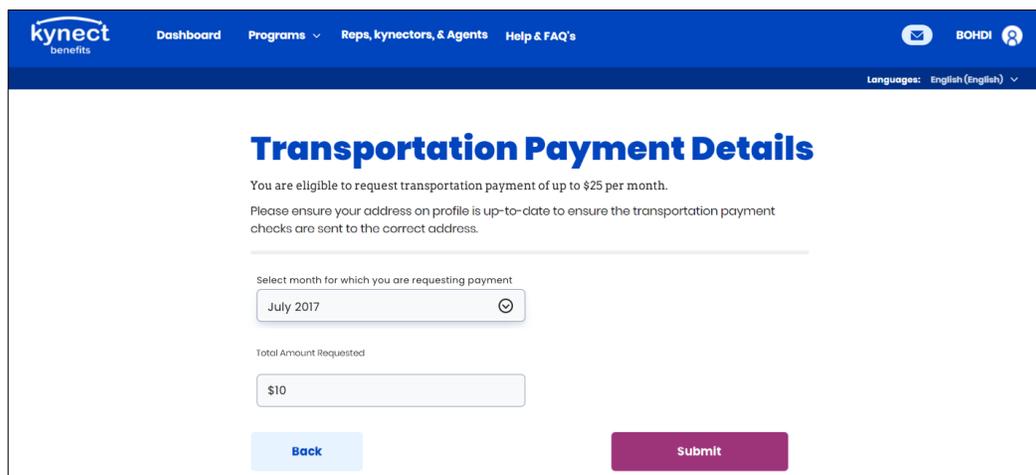
Request Payment

Payment Summary

Month	Total Amount Requested	Status
JANUARY 2021	\$25	Requested
DECEMBER 2020	\$25	Requested
NOVEMBER 2020	\$25	Approved
OCTOBER 2020	\$25	Approved
SEPTEMBER 2020	\$25	Approved
AUGUST 2020	\$25	Requested
JULY 2020	\$25	Approved
JUNE 2020	\$25	Approved
MAY 2020	\$25	Approved
APRIL 2020	\$25	Approved

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After submitting the Transportation Payment Request, you are directed to the Transportation Payment Summary screen.



Navigation: Dashboard Programs Reps, Kynectors, & Agents Help & FAQ's Languages: English (English)

Transportation Payment Details

You are eligible to request transportation payment of up to \$25 per month.
Please ensure your address on profile is up-to-date to ensure the transportation payment checks are sent to the correct address.

Select month for which you are requesting payment

July 2017

Total Amount Requested

\$10

Back Submit

2. Change the details that need to be edited, and click “Submit” to confirm.