

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



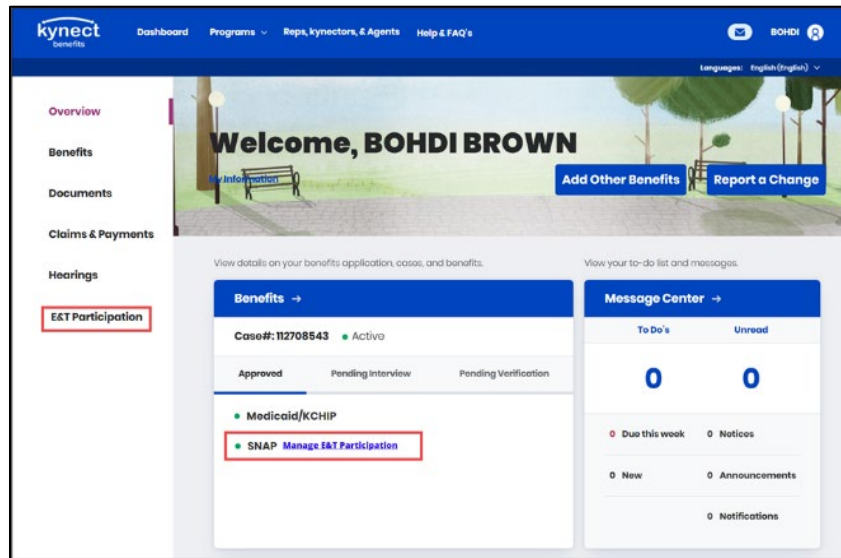
Please Note: Participants who still need help after referencing this Quick Reference Guide can call **(855) 459-6328** for additional assistance.



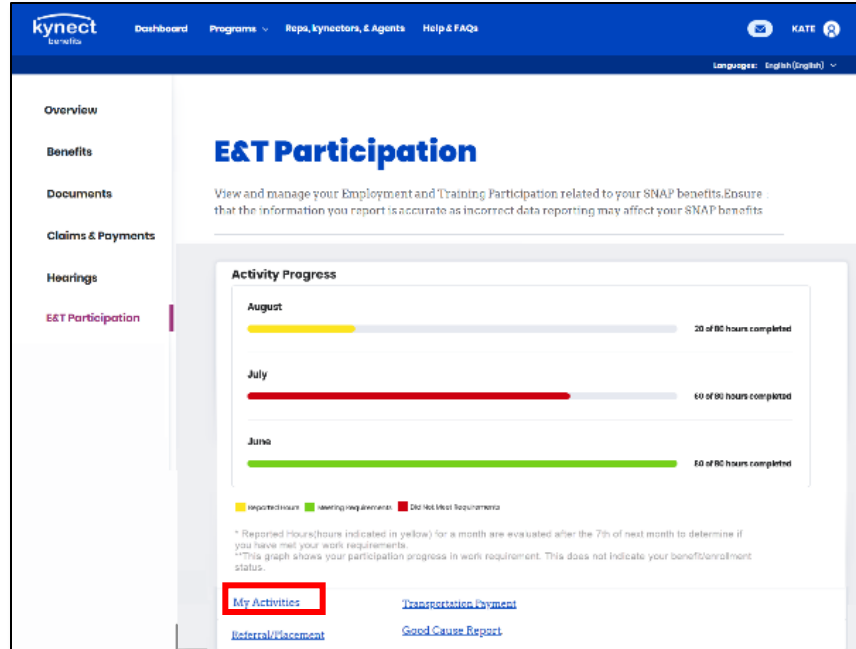
Activity Reporting

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**.

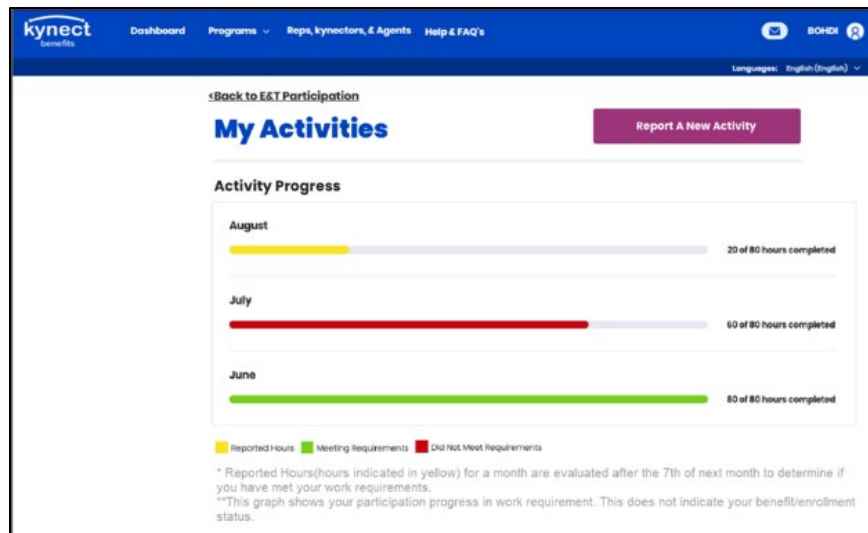
Steps to Report Activities



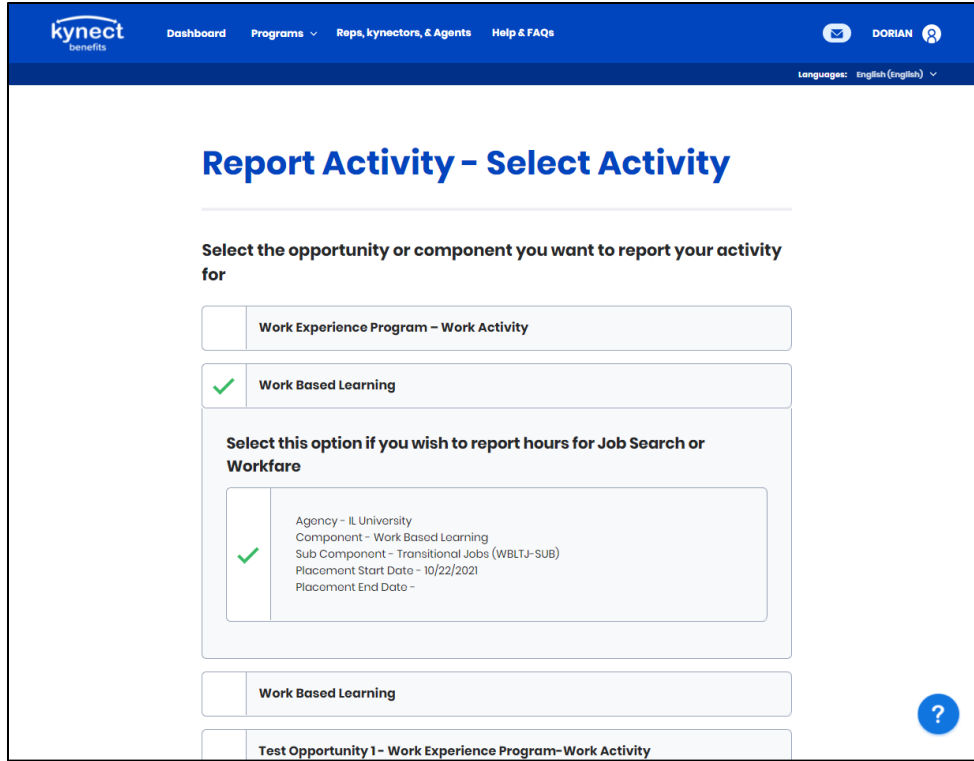
1. Navigate to the **kynect benefits** Resident Dashboard.




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.

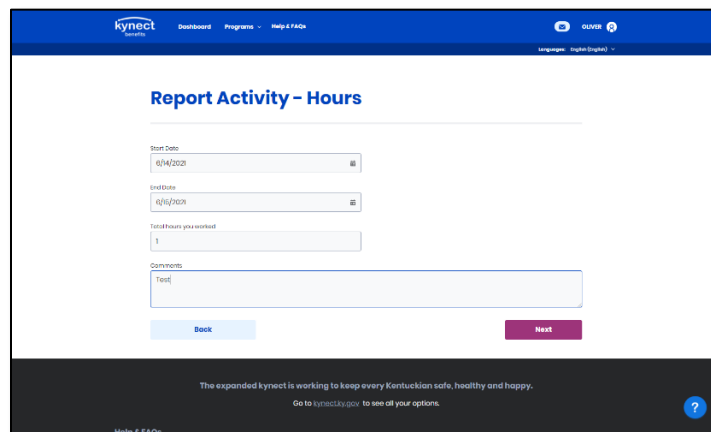


4. Click the “Report a New Activity” button at the top of the My Activities screen to report an Activity. This action opens the Select Activity screen.



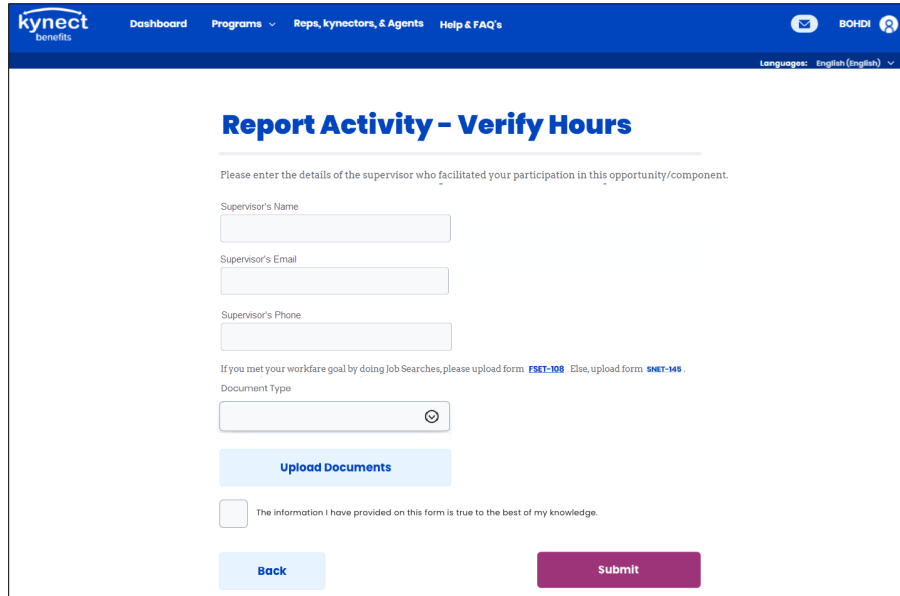
5. Select the type of Activity you wish to report on the Select Activity screen. All active Referral Placements are shown for the current month. Active Referral Placements from the previous month are shown until the 7th of the current month.

 **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.



The screenshot shows the 'Report Activity - Verify Hours' page in the kynect benefits system. The page has a blue header with the kynect logo and navigation links: Dashboard, Programs, Reqs, Kynectors, & Agents, and Help & FAQs. The user is identified as BOHDI. The main content area is titled 'Report Activity - Verify Hours' and contains the following fields and instructions:

- Instruction: "Please enter the details of the supervisor who facilitated your participation in this opportunity/component."
- Supervisor's Name: Text input field
- Supervisor's Email: Text input field
- Supervisor's Phone: Text input field
- Instruction: "If you met your workfare goal by doing Job Searches, please upload form [FSET-308](#) Else, upload form [SNET-145](#)."
- Document Type: Dropdown menu with a search icon
- Upload Documents: Blue button
- Consent: The information I have provided on this form is true to the best of my knowledge.
- Back: Light blue button
- Submit: Purple button

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

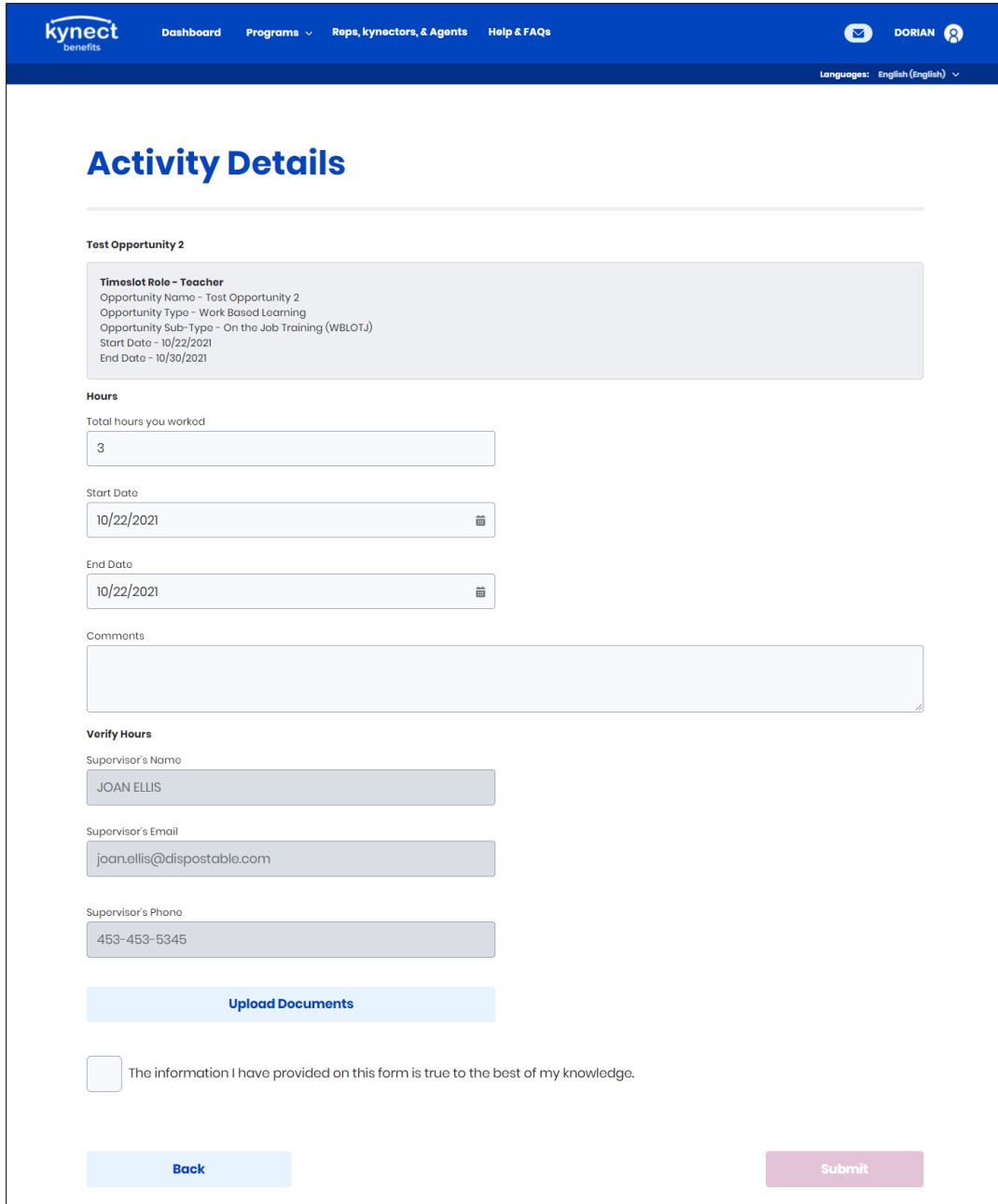
The Activity Summary section of the My Activities screen displays a summary of all Activities reported for your E&T hours. Specifically, it displays:

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

Activity Details ⓘ	Start Date ⓘ	End Date ⓘ	Hours ⓘ	Verification ⓘ
ACME LLC Work Experience Program	07/12/2017	07/22/2017	8	
ACME LLC Work Experience Program	06/16/2017	06/20/2017	00	
TOPS LLC Work Experience Program	05/16/2017	05/16/2017	20	Verified via Forms
Enterprise LLC Employment Readiness Training	05/22/2017	06/28/2017	80	Verified via Forms
ACME LLC Work Experience Program	04/16/2017	04/16/2017	10	Verified via Forms
ACME LLC Work Experience Program	04/01/2017	04/08/2017	8	Verified via Forms
ACME LLC Work Experience Program	03/22/2017	03/25/2017	15	Verified via Forms
TOPS LLC Work Experience Program	03/05/2017	03/16/2017	20	Verified via Forms
Enterprise LLC Employment Readiness Training	02/20/2017	02/28/2017	25	Verified via Forms
ACME LLC Work Experience Program	01/16/2017	01/22/2017	5	Verified via Forms

1 2 3 4 5 6 7 ... 11 Previous Next

1. To view or edit Activity Details, navigate to the My Activities screen.



Activity Details

Test Opportunity 2

Timeslot Role - Teacher
Opportunity Name - Test Opportunity 2
Opportunity Type - Work Based Learning
Opportunity Sub-Type - On the Job Training (WBLOTJ)
Start Date - 10/22/2021
End Date - 10/30/2021

Hours

Total hours you worked
3

Start Date
10/22/2021

End Date
10/22/2021

Comments

Verify Hours

Supervisor's Name
JOAN ELLIS

Supervisor's Email
joan.ellis@dispostable.com

Supervisor's Phone
453-453-5345

[Upload Documents](#)

The information I have provided on this form is true to the best of my knowledge.

[Back](#) [Submit](#)

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.