The Commonwealth of Kentucky

kynect benefits

SNAP E&T

Quick Reference Guide

Referral Placements

This Quick Reference Guide is designed to help SNAP E&T Participants manage Referral Placement details and upload documents for Referral Placements.

Table of Contents

Managing Referral Placements 3

Steps to Manage Referral Placements 3

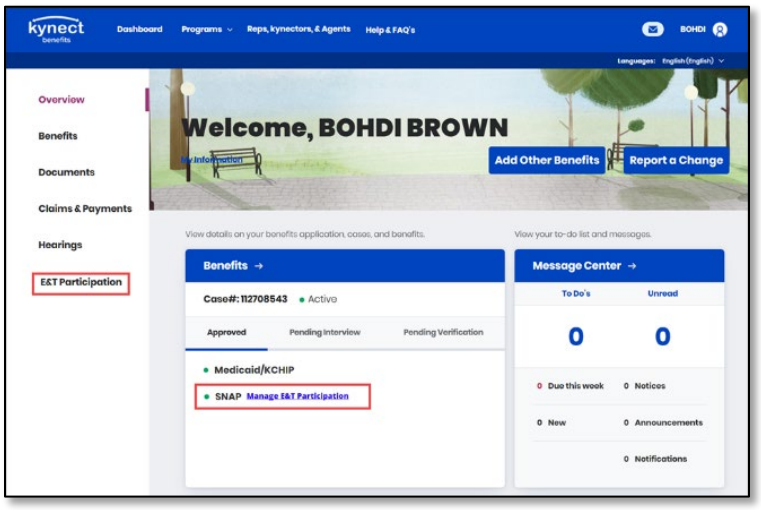
Uploading Documents for a Referral 4

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

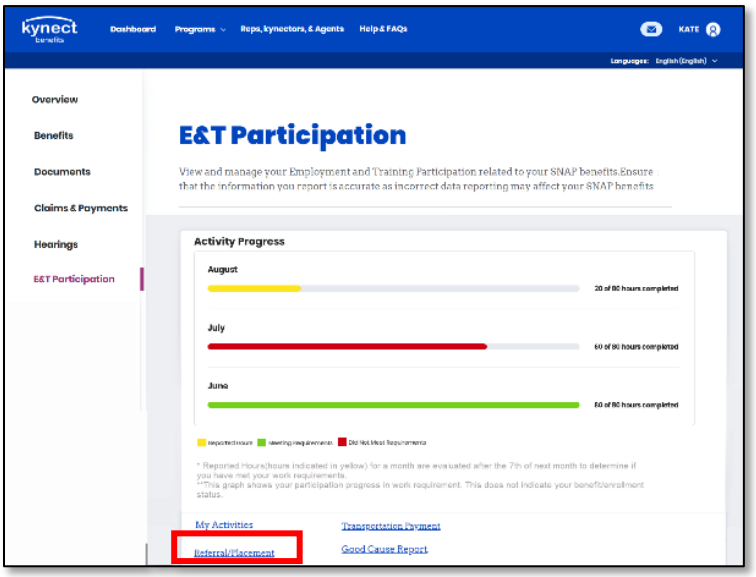
Managing Referral Placements

Referral Placements show which Opportunities and Components a SNAP E&T Participant takes part in to acquire Activity hours towards their SNAP E&T requirements. In this section, you receive step-by-step instructions on how to manage Referral Placement Details in kynect benefits.

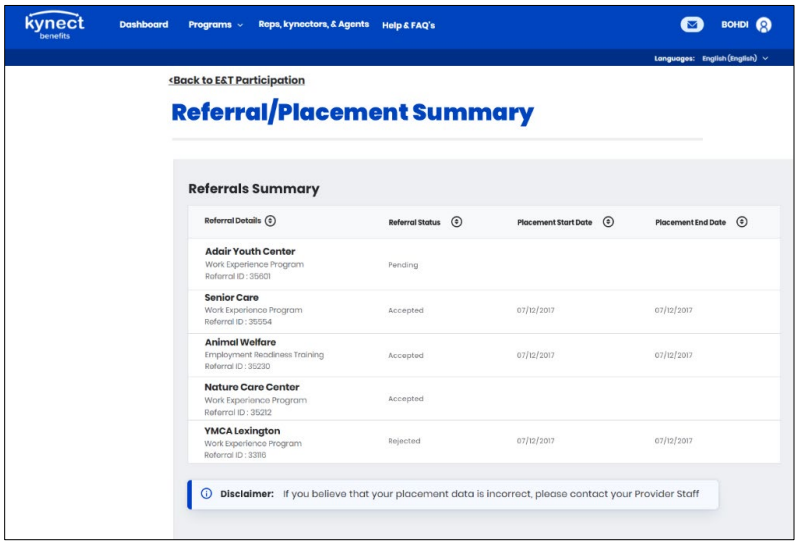
Steps to Manage Referral Placements



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



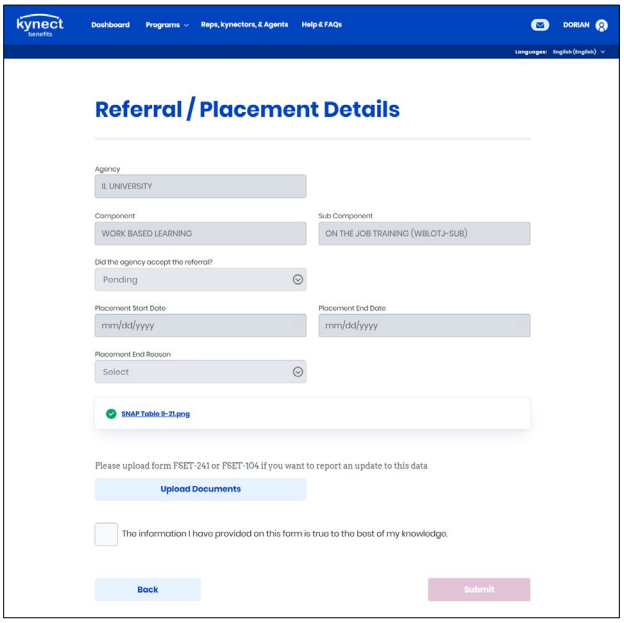
3. At the bottom of the E&T Participation screen, click "Referral/Placement" to go to the Referral/Placement Summary screen.



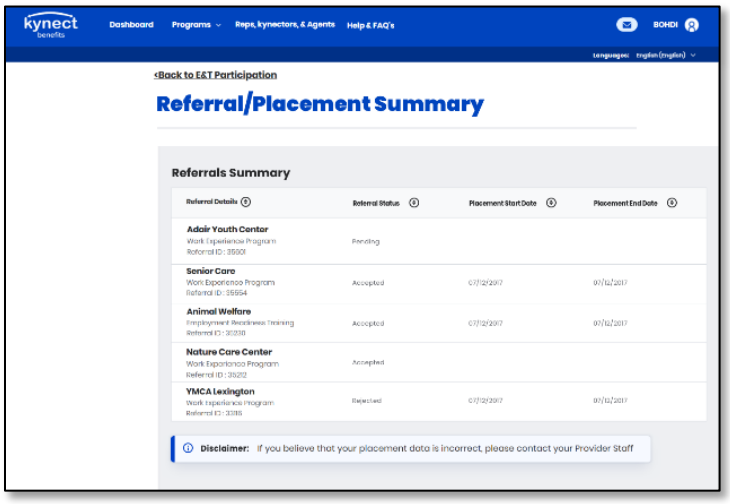
4. The Referral/Placement Summary screen provides an overview of your Referral Placements. It also allows you to view and upload documents to your Referral Placement records. The Referral/Placement Summary shows the:

   - ✓ Referral Status
   - ✓ Placement Start and End Date

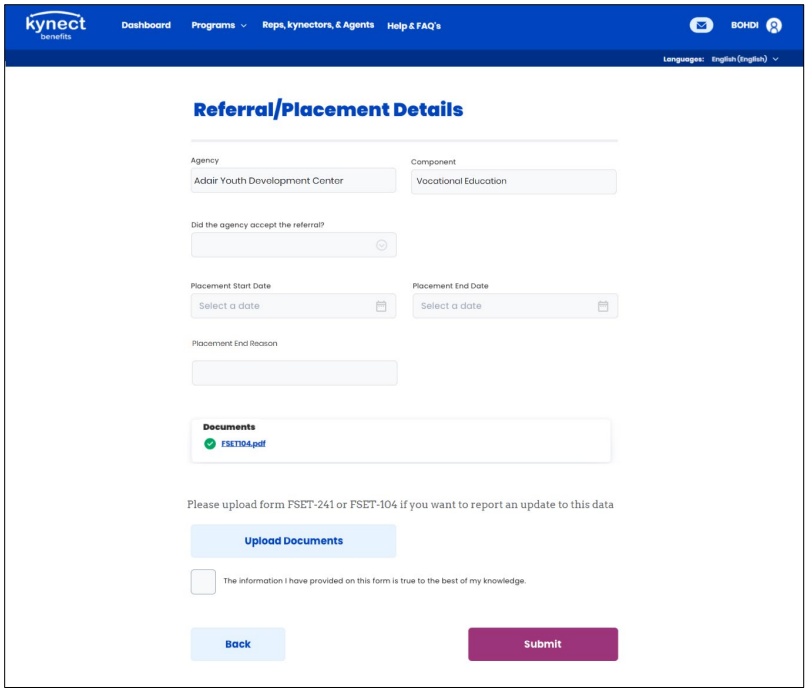
5. View a Referral Placement's details by clicking the Referral Title link from the Referral/Placement Summary.



Uploading Documents for a Referral Placement



1. Upload a document to a Referral Placement by clicking the Referral Placement's name. This action takes you to the Referral/Placement Details screen. Documents like the FSET-241 for the Workfare Component or the FSET-104 for all other Referrals may be uploaded to Referral Placements.



2. Upload documents by clicking the "Upload Documents" link. Documents may be selected for upload from your local device.

4. Click "Submit" to add the new document to the Referral Placement.