The Commonwealth of Kentucky



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

synect Dashboard	Programs - Reps, kynectors, & Agents Help & FAQ's	🕑 воны 🔮
Overview Benefits	Welcome, BOHDI BROWN	Id Other Benefits
Claims & Payments	View dotalls on your bonefits application, cases, and benefits.	View your to-do list and messages.
Hearings	Benefits →	Message Center →
Hearings E&T Participation		
	Benefits →	Message Center →
	Benefits → Case#:112708543 • Activo	Message Center → Te Do's Unread
	Benefits → Case#:12708543 + Active Approved Pending Interview Pending Vertilication • Medicaid/kCHIP	Message Center → To Do's Unread

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

Overview		Languagen: English(English)
Deverthe		
Benefits	E&T Participation	
Documents	View and manage your Employment and Training Participation related to the information you report is accurate as incorrect data reporting m	
Claims & Payments	that the information you report is accurate as incorrect data reporting m	ay affect your an AF deficition
Hearings	Activity Progress	
6&T Participation	August	20 of 80 hours completed
	July	
		60 of 80 hours completed
	Juna	
		50 of 80 hours completed
	Nepartechnam 🔛 Newting Angularements 📕 Did Not Mast Regularmenta	
	* Reported Hours(hours indicated in yellow) for a month are evaluated after the 7th you have met your work requirements. **This graph shows your participation progress in work requirement. This does not status.	
	My Activities Transportation Psyment	

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



			Languages: English (English)
<back e&t="" participation<="" th="" to=""><th></th><th></th><th></th></back>			
Referral/Placen	nent Summ	ary	
Referrals Summary			
Roforral Dotails (3)	Referral Status	Placement Start Date 🕥	Placement End Date (\$
Adair Youth Center Work Experience Program			
Roforral ID : 35601	Pending		
Senior Care			
Work Experience Program Referral ID : 35554	Accepted	07/12/2017	07/12/2017
Animal Welfare			
Employment Readiness Training Referral ID : 35230	Accepted	07/12/2017	07/12/2017
Nature Care Center			
Work Experience Program Referral ID : 35212	Accepted		
YMCA Lexington	Rejected	07/12/2017	07/12/2017
Work Experience Program Referral ID : 33116	Rejected	07/12/2017	67/12/2017

- 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.

Referral / Plac	ement Details	
Agency IL UNIVERSITY		
Component	Sub Component	
WORK BASED LEARNING	ON THE JOB TRAINING (WELOT	J-SUB)
Did the agency accept the referral?		
Pending	\odot	
Placement Start Date	Placement End Date	
mm/dd/yyyy	mm/dd/yyyy	
Placement End Reason		
Select	\odot	
SNAP Table 9-21.prog		
Please upload form FSET-241 or FSET	-104 if you want to report an update to this data	
Upload Documents		
The information I have provid	ed on this form is true to the best of my knowledg	0.

Page 4 of 6



Uploading Documents for a Referral Placement

			tanguagos: triglion(triglion) v
			confined on colleandrilleand .
<back e&t="" participation<="" th="" to=""><th></th><th></th><th></th></back>			
Referral/Placer	nent Summ	ary	
Referrals Summary			
Ruferrol Dutoits (*)	Rolemal Status	Placement Start Date 🕘	Placement End Date
Adair Youth Center Work Experience Program Roforral ID: 35501	Pending		
Senior Care Work Experience Program Referral ID: 95954	Accepted	67/12/2017	07/12/2017
Animal Welfare Employment Readiness Training Referral ID: 30230	Accepted	07/12/2017	07/12/2017
Nature Care Center Work Expansion to Program Referral ID : 35212	Accepted		
YMCA Lexington Work typeriance Program Referred ID: 3385	Rejected	07/12/2017	07/12/2017
	Referrals Summary Referrals Su	Referrals Summary Internet Stellar Internet Stellar Internet Stellar Internet Stellar Adade Youth Control Wash Spectrals :: Stellar Rendering Internet Stellar Internet Stellar Wash Dependence Program Referent 11: Stellar Accepted Referent 11: Stellar Accepted Referent 11: Stellar Accepted Referent 11: Stellar Anisond Weißer Referent 11: Stellar Accepted Referent 11: Stellar Accepted Referent 11: Stellar Wash Dependence Program Referent 11: Stellar Accepted Referent 11: Stellar Accepted Referent 11: Stellar Wash Dependence Program Referent 11: Stellar Accepted Referent 11: Stellar Accepted Referent 11: Stellar	Period Notahi () Retired Statu. () Percention Addati Yoshi Carotar Viciti Tipelitano Negaran Robert 10: 1000 Percebag () Senior Caro Nota Dipotenson Negaran Robert 0: 10:000 Accepted () () Animal Wellion Return 0: 10:000 Accepted () () () Main Wellion Return 0: 10:000 Accepted () () () Main Wellion Return 0: 10:000 Accepted () () () Work Exportmone Program Return 0: 10:000 Accepted () () () Work Exportmone Program Return 0: 10:000 Accepted () () () () Work Exportmone Program Return 0: 10:000 Accepted () () () ()

 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.

Generics					Languages: English (English)
	Referral/Place	ement l	Details		tangungun tigan (digan)
	Agency		Component		
	Adair Youth Development Cen	tor	Vocational Education		
	Did the agency accept the referral?				
	Placement Start Date		Placement End Date		
	Select a date	Ē	Select a date	8	
	Placement End Reason				
	Documents PSETI04.pdf				
	Please upload form FSET-24		if you want to report an upd	ate to this data	
	Upload Documer	nts			
	The information I have provide	ded on this form is	true to the best of my knowledge.		
	The information I have provide	ded on this form is	true to the best of my knowledge.		

- 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.

