The Commonwealth of Kentucky



# 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**

benefits Dashboard	Programs 🗸 Reps, kynectors, & Agents 🛛 Help & FAQ's		💌 воны 🧕
Overview Benefits Documents	Welcome, BOHDI BROWN	dd Other Benefits	Larguages: English (English) ~
Claims & Payments			Contraction of the second
Hearings	View dotails an your benefits application, cases, and benefits.	View your to-do list and r	nessages.
Hearings	View dotalls on your benefits application, cases, and benefits. Benefits →	Message Cente	nessages. er →
Hearings E&T Participation	View dotalis on your bonefits application; cose; and benefits.  Benefits →  Case#:112708543	View your to-do list and r Mossage Cente To Do's	nessages. Cr → Unread
Hearings	View datalit: an your banefits application, case, and banefits.  Benofits →  Case#: 112708543   Active  Approved Pending Interview Pending Verification	View your to-do list and r Message Cente To Do's	nessages. or → Unread
Hearings E&T Participation	View dotalit: an your banefits application, case, and banefits.  Benofits →  Case#: 112708543	Mow your to-do list and r Mossage Cente To Do's 0 0 Due this week	or → Unread O Notices
Hearings	View dotalli: on your bonefits application, coses, and bonefits.  Benefits → Case#: 112708543	Mow your to-do list and re Mossago Cente To Do's O Due this week 0 New	or -> Unread O Notices O Announcements

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

kynect Dashboard	Programs v Reps, kyneetors, £ Agents Help£ FAQs 😰 KATE 👰				
	Languager: Erglich(Erglich) v				
Overview					
Benefits	E&T Participation				
Documents	View and manage your Employment and Training Participation related to your SNAP benefits.Ensure that the information you report is accurate as incorrect data reporting may affect your SNAP benefits				
Claims & Payments					
Hearings	Activity Progress				
E&T Participation	August 30 of 85 haurs completing				
	July				
	e o in our nour privat				
	June 50 of RC hours completind				
reported Houry 🛄 Navering requirements 📕 244 Most Notal Technometra					
	* Reparted Hours/hours indicated in yellow) for a month are evaluated after the 7th of next month to determine if you have met your work requirements. **This graph shows your participation progress in work requirement. This does not indicate your benefitienvoltment status.				
	My Activities Transportation Tayment				
	Referral/Flacement Good Cause Report				



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.

kynect Dashb	oard Programs ~ Help & FAQs				
			Languages: English (English) 🗸		
<back e&t="" participation<="" td="" to=""><td></td><td></td><td></td></back>					
Transporte	ation Payment S	ummary	Request Payment		
Payment Summary					
Month (\$	Total Amount Requested ( 🤤		Status 📀		
JUNE 2021	\$19		Requested		
The expanded kynect is working to keep every Kentuckian safe, healthy and happy.					
Go to <u>kynectky.gov</u> to see all your options.					
Help & FAQs Find DCBS Office	<u>Contact Us</u>	Technical Assistance	Connect f		

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

kynect	Dashboard	Programs 🤟 Reps, kyr	vectors, & Agents	Help & FAQ's		۲	воны
						Languages: Eng	glish (English) 🗸
		Request T You are eligible to request Please ensure your addr checks are sant to the or select month for which you a July 2017 Tatal Amount Requested \$5 Back	ransportation pa eses on profile is up porrect address.	rtation Par syment of up to \$25 per minor or to-clotte to ensure the to	yment anth. ransportation payment		

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**

kynect	Dashboard	Programs 🤟 Reps, kynectors, &	Agents Help & FAQ's	💌 воню 👰
	د ا	Back to E&T Participation Transportatio Summary	on Payment	Langungan: Ingital (Ingital) > Request Poyment
		Payment Summary		
		JANUARY 2021	Total Amount Requested (2)	Status 😨
		DECEMBER 2020	\$25	Requested
		NOVEMBER 2020 OCTOBER 2020	\$25 \$25	Approved
		SEPTEMBER 2020	\$25	Approved
		AUGUST 2020	825	Requested
		JUNE 2020	825	Approved
		MAY 2020	\$25	approved
		APRIL 2020	825 6 7 11	Approved
		1 2 3 4 8	5 6 7 11	Previous Next

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

kynect	Dashboard	Programs v Reps, kynectors, & Agents Help & FAQ's	🕑 воны ጰ
			Languages: English (English) 🗸
		Transportation Payment Details	5
		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.