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.
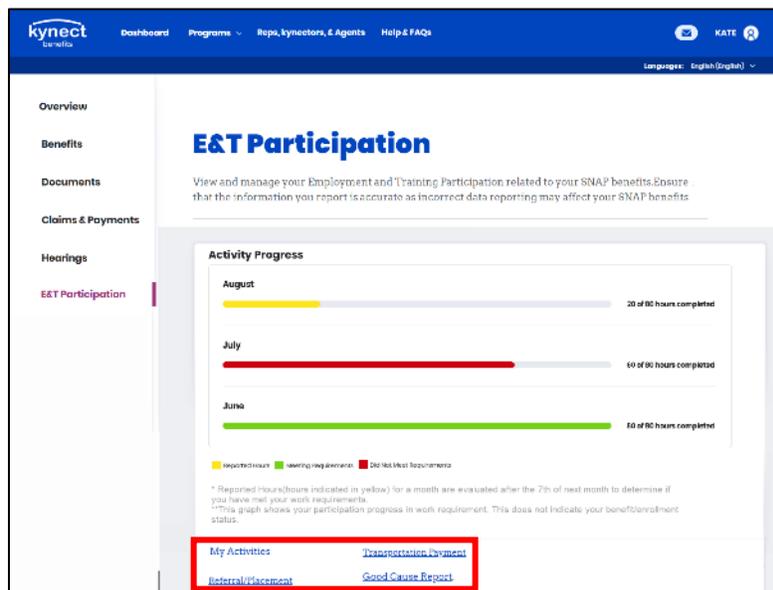
Creating a Transportation Payment Request

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**.

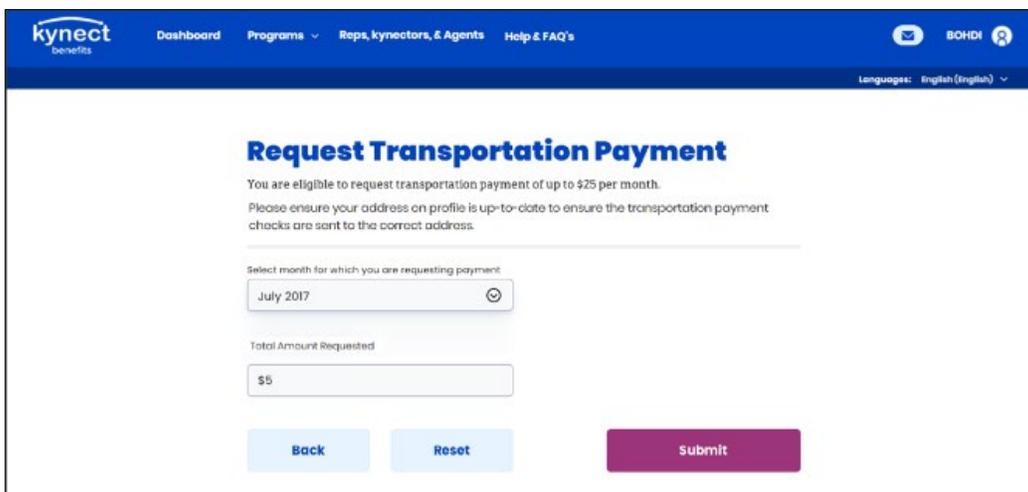## Steps to Create a Transportation Payment Request
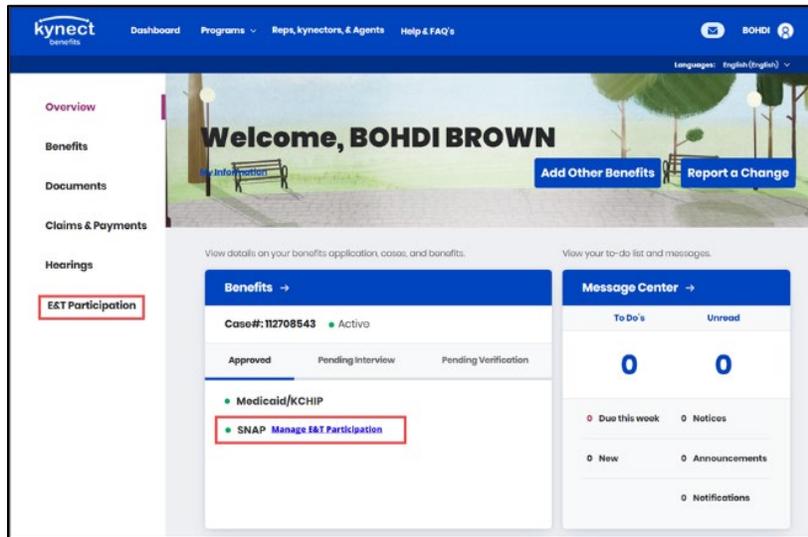
1. Navigate to the **kynect benefits** Resident Dashboard.

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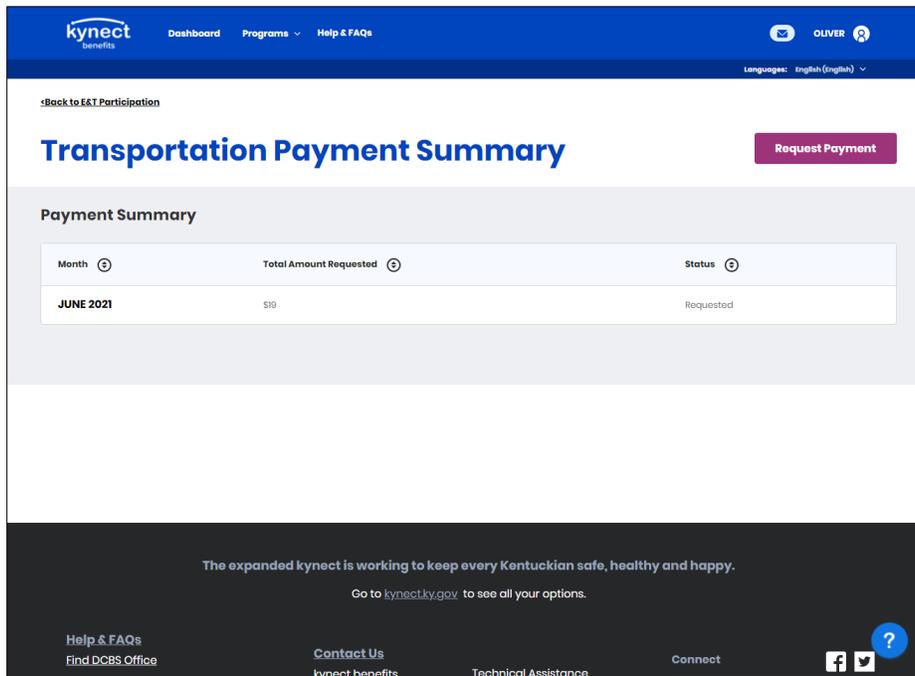
4. Click the "Request Payment" link at the top of the Transportation Payment Summary screen to open the Request Transportation Payment screen.
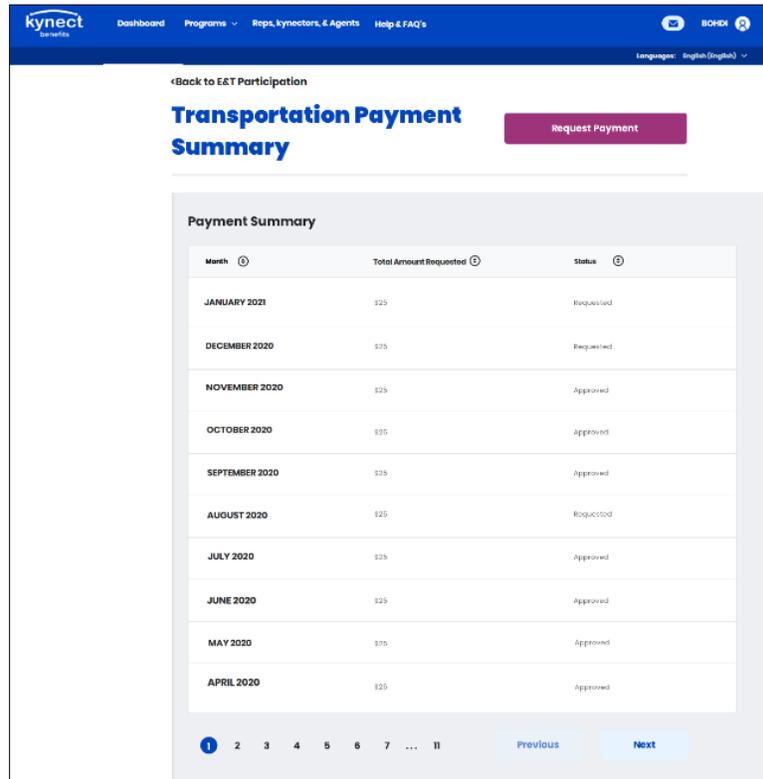

5. Select the month for which you are requesting payment from the Request Transportation Payment screen.

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> **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

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

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