Plan Year 2026 Office Hour: Session Two

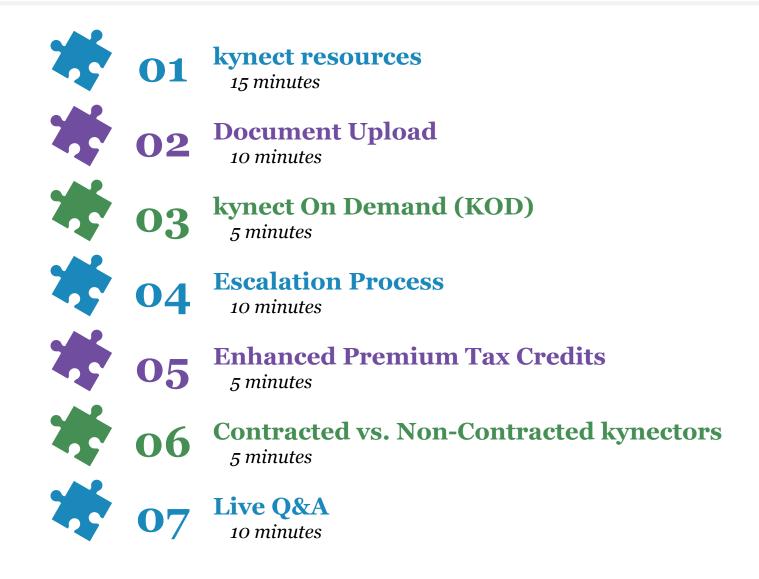
December 11, 2025

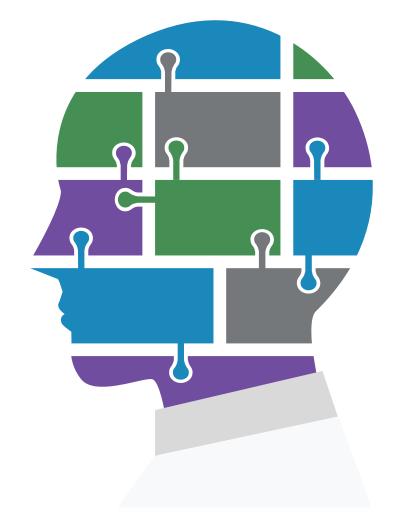


## Agenda

Outlined below are the topics for today's Office Hour session.









# kynect resources

PLAN YEAR 2026 OFFICE HOUR: SESSION TWO

## kynect resources Point of Contact



Below highlights the primary point of contact for support and questions related to kynect resources.



## **JILLIAN SHAW**

#### PROGRAM COORDINATOR

Jillian Shaw is the Program Coordinator for the kynect resources program, housed under the Office of Data Analytics at the Cabinet for Health and Family Services (CHFS). Jillian began working for CHFS in 2025 after completing her Master's degree in International Organizations and Development in December 2024.

She is dedicated to improving systems to better serve the people who need them most, whether it be locally or globally.

## kynect resources Overview

Below highlights key resources available on kynect resources.



#### HOUSING

Helps Residents access a variety of housing needs including, emergency housing, community/assisted housing, payment support, and utility payment assistance.

#### FOOD

Helps Residents learn about and access a variety of food resources, including food assistance, food delivery, nutrition education, and emergency food services.

#### **EMPLOYMENT**

Provides Residents with assistance finding work, sustaining employment, accessing retirement resources, and accessing unemployment benefits.

#### TRANSPORTATION

Provides Residents with resources and assistance with accessing and paying for transportation.



#### FINANCIAL

Offers Residents an array of financial well-being and support resources, including emergency payment assistance, government support, and financial counseling.



#### **EDUCATION**

Provides Residents with resources on how to access and finance education, including trainings, exams, tutoring, and education payment assistance.



#### MENTAL HEALTH & ADDICTION

Provides Residents with services that include mental health, smoking cessation, support groups, and treatment for mental health concerns.

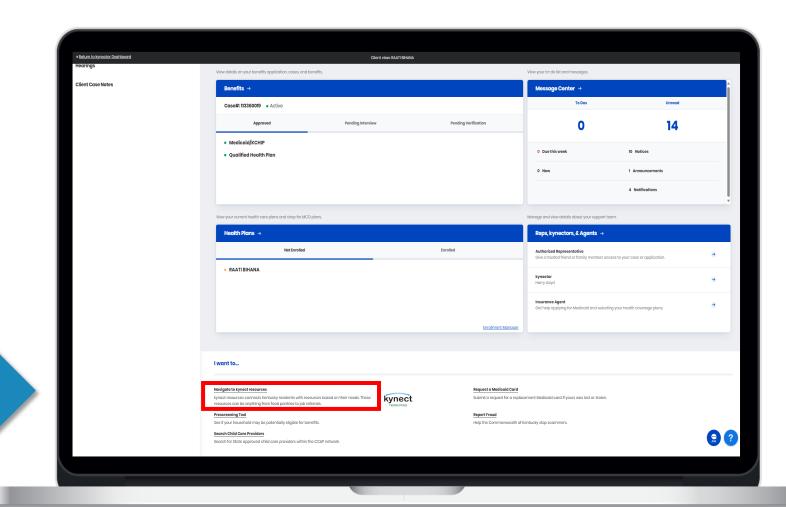
#### LEGAL

Offers Residents information about accessible legal resources, such as detention centers, mediation, rights, stolen identity assistance, and translation services.

# Navigating to kynect resources (1 of 8)



Follow these instructions to access information on kynect resources.



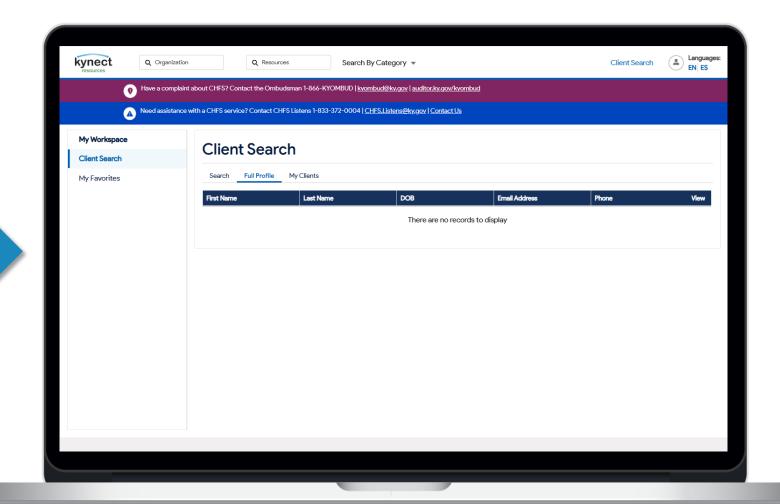
Select **Navigate to kynect resources** from the Dashboard.

# Navigating to kynect resources (2 of 8)



Follow these instructions to access information on kynect resources.

Agents and kynectors will be redirected to **My Workspace** for kynect resources where they may search for a client.

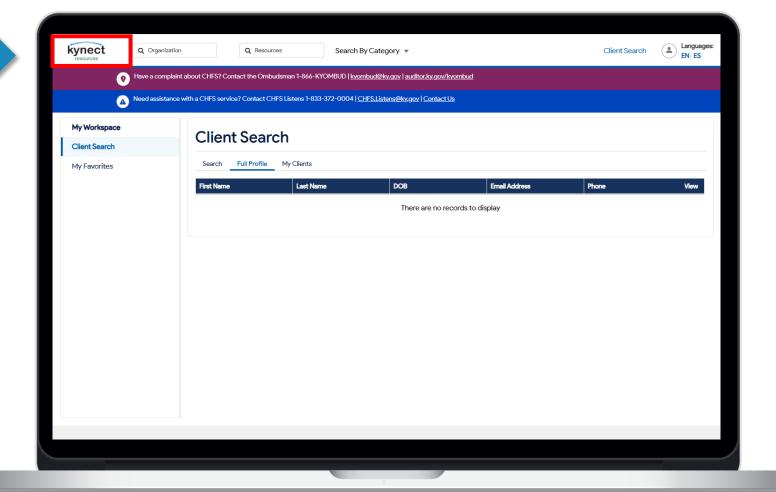


# Navigating to kynect resources (3 of 8)



Follow these instructions to access information on kynect resources.

Select **kynect resources** to search and view available resources.

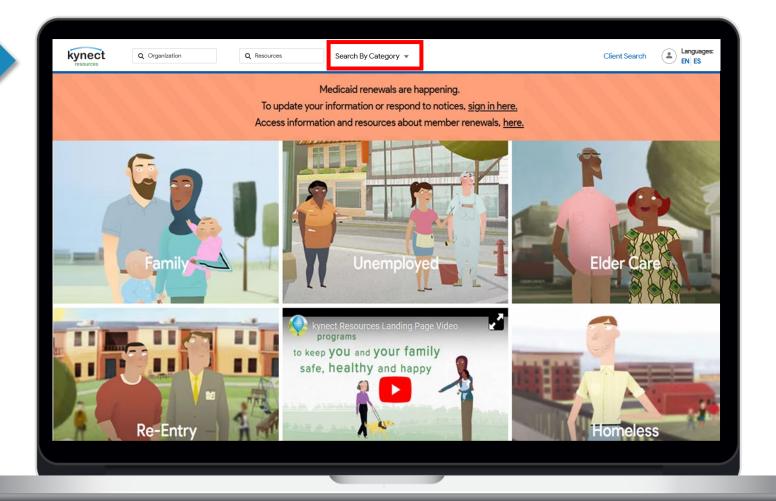


# Navigating to kynect resources (4 of 8)

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Follow these instructions to access information on kynect resources.

Selecting the **Search By Category** dropdown menu allows filtering by areas of need, such as food, housing, and employment.

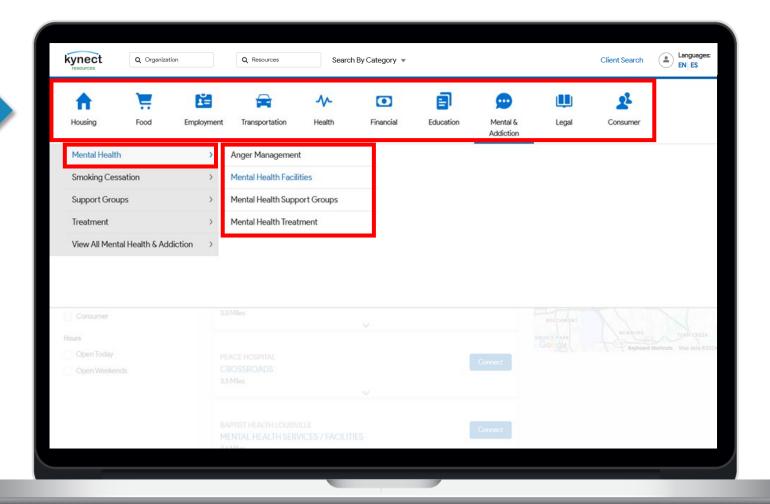


# Navigating to kynect resources (5 of 8)



Follow these instructions to access information on kynect resources.

When hovering over a resource, a dropdown menu appears with more detailed options addressed in that category.

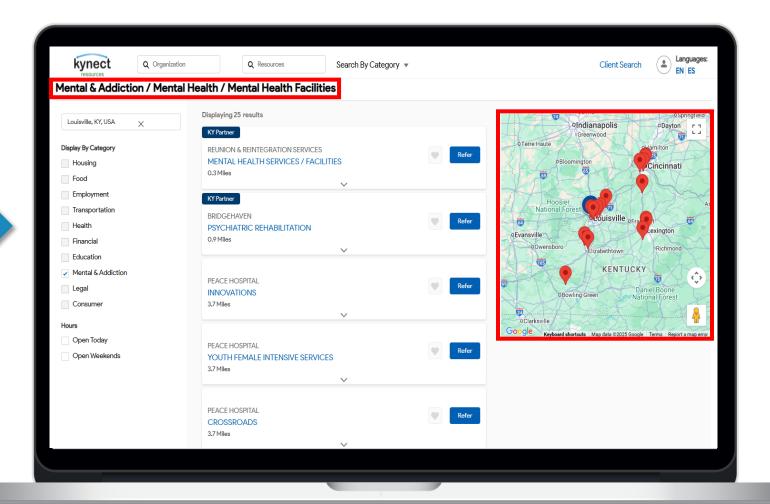


# Navigating to kynect resources (6 of 8)



Follow these instructions to access information on kynect resources.

Upon selecting a resource, an interactive map appears that displays all service centers within a specified region.

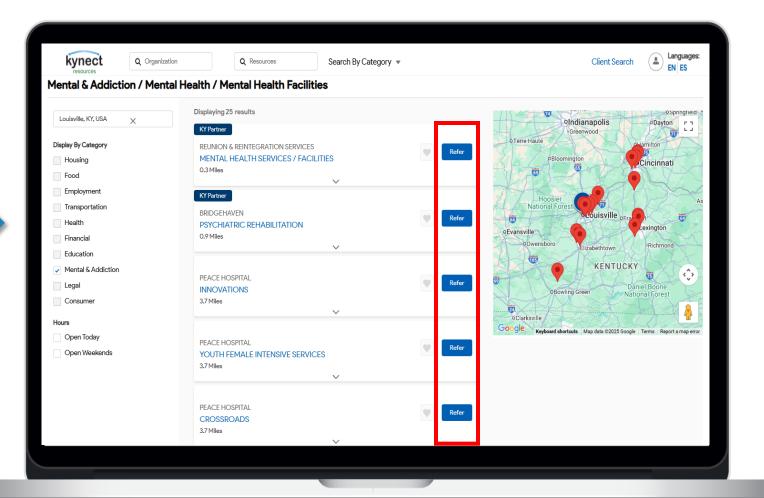


# Navigating to kynect resources (7 of 8)



Follow these instructions to access information on kynect resources.

To refer a Resident to a specific service center, select **Refer** and the relevant contact information for the provider will display.



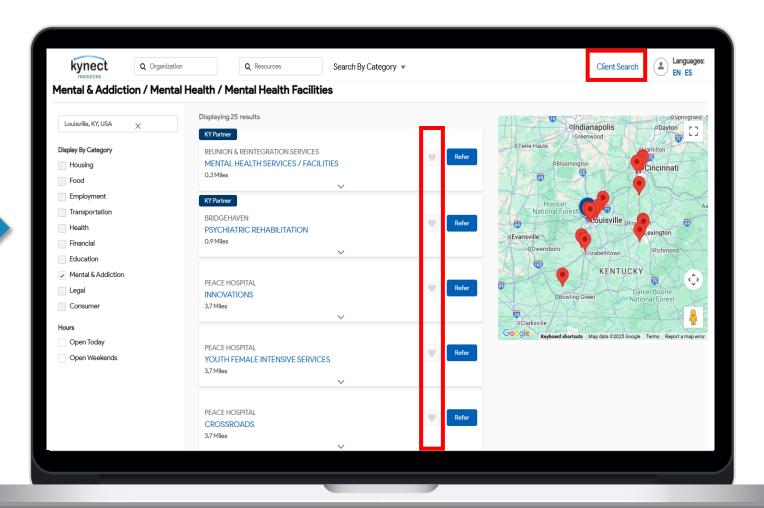
# Navigating to kynect resources (8 of 8)



Follow these instructions to access information on kynect resources.

To create and add resources to your Favorites, utilize the **Heart** icons.

To view your list, select **Client Search**.





# POLL QUESTION 1

?

## TRUE OR FALSE?

kynect resources provides
access to utility payment
assistance, nutrition education,
smoking cessation, and
translation resources.

Answer anonymously using the Polls box!



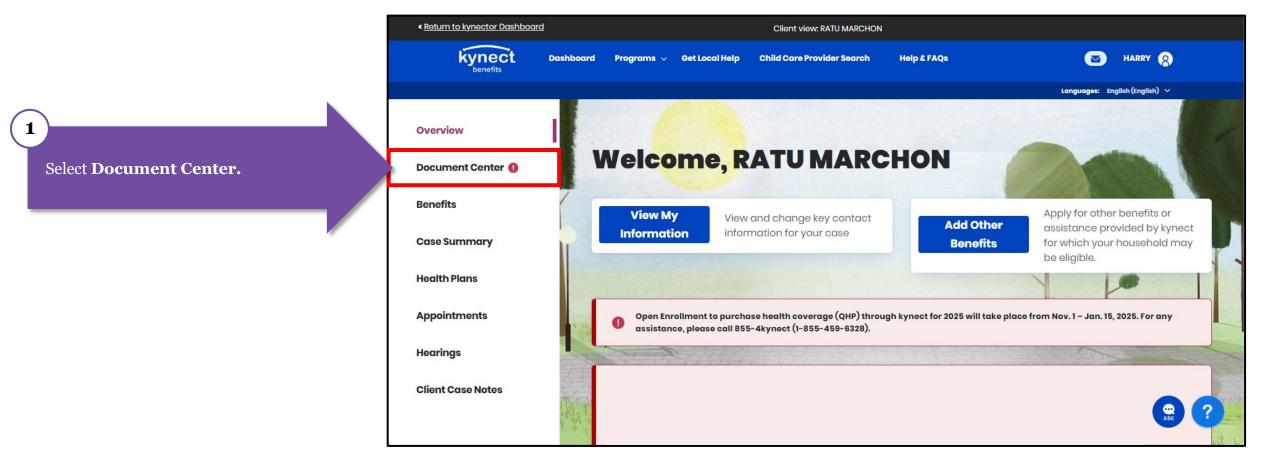
# **Document Upload**

PLAN YEAR 2026 OFFICE HOUR: SESSION TWO

# Document Upload (1 of 8)



Follow these instructions to upload documents to satisfy a Request for Information (RFI) in the Document Center.



# Document Upload (2 of 8)



Follow these instructions to upload documents to satisfy an RFI in the Document Center.

#### **Document Center**

In order to continue with your application, we will need documents to verify the data from your case. After uploading, please allow up to 30 days for your documents to be reviewed.

Files must not be password protected and must not exceed 4MB for PDF, TIF, and TIFF files, or 6MB for JPEG, JPG, and PNG files. Other file types are not accepted.

If you would like to delete a document you have uploaded, select the trash icon. Document deletion can take 5-10 minutes to reflect in the system. If you do not see the trash icon for an uploaded document, this means that the document is being reviewed and cannot be deleted at this time.

Upload your documents here for safe and fast tracking.

The uploaded documents will be sent to DCBS directly. You may alternately choose to mail, fax, or hand deliver your documents to a DCBS office - review Contact Us for contact information.

(i) KI-HIPP is no longer accepting document verification via fax.

#### Ready to upload documents we requested?

Upload the requested documents for your household step-by-step.

Upload Document(s)

Uploaded files may not appear instantly.



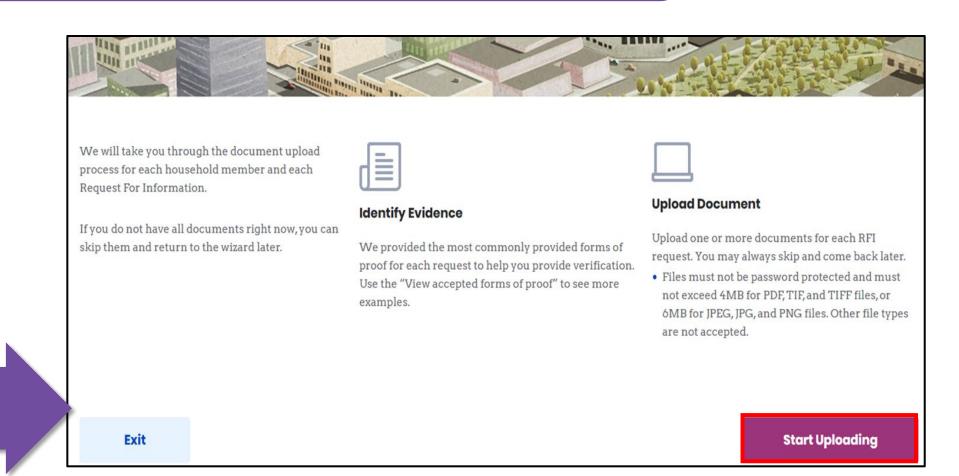
Select **Upload Document(s)**.

# Document Upload (3 of 8)

Select Start Uploading.



Follow these instructions to upload documents to satisfy an RFI in the Document Center.



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# Document Upload (4 of 8)



Follow these instructions to upload documents to satisfy an RFI in the Document Center.

**Proof** TRACY HALINA's APTC income verification Do you have proof to verify TRACY HALINA's APTC income? On the **Proof** screen, confirm whether applicable documentation is available by No selecting **Yes** or **No**. How would you prefer to verify TRACY HALINA's APTC income? Select Upload form of proof to upload associated documents to satisfy the RFI. Upload form of proof Select Next. Exit Next





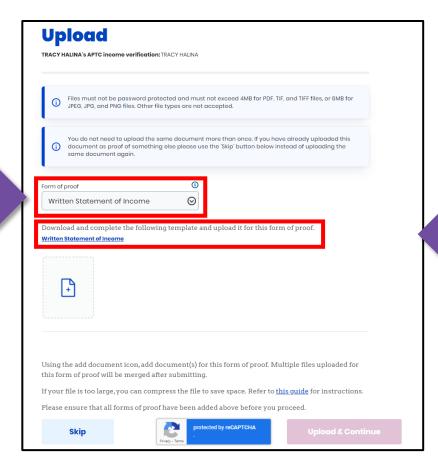
If **Yes** was selected for the first question, then the document's **Upload** screen displays. If **No** was selected, then the **Proof** screen for the next RFI displays, if applicable.

# Document Upload (5 of 8)



Follow these instructions to upload documents to satisfy an RFI in the Document Center.

On the **Upload** screen, select the **Form of proof** that will be uploaded.



If applicable, select *Written* Statement of Income to download the template to your local device.

#### PLEASE NOTE



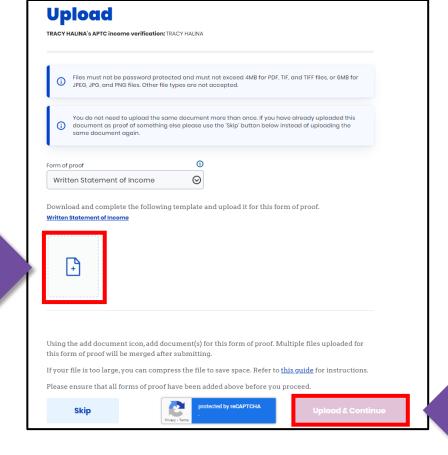
Agents and kynectors may download and complete the <u>Written Statement of Income template</u>. The completed template may be uploaded as form of proof to satisfy an RFI for APTC Income Verification.

# Document Upload (6 of 8)



Follow these instructions to upload documents to satisfy an RFI in the Document Center.

After selecting the **Form of proof**, select the **Upload** icon and select the document from your local device.



After uploading the document, select **Upload & Continue**.

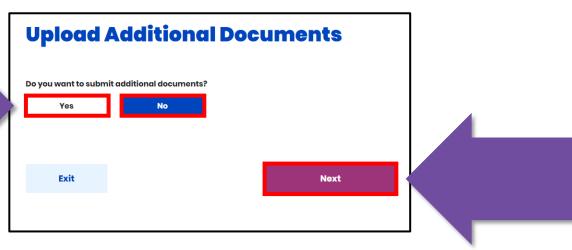
# Document Upload (7 of 8)



Select Next.

Follow these instructions to upload documents to satisfy an RFI in the Document Center.

On the **Upload Additional Documents** screen, confirm whether additional documents need to be uploaded by selecting **Yes** or **No**.



PLEASE NOTE



If **Yes** is selected for *Do you want to submit additional documents*, then the **Upload** screen will display. If **No** is selected, Select **Next** to proceed to the **Submitted Documents** screen.

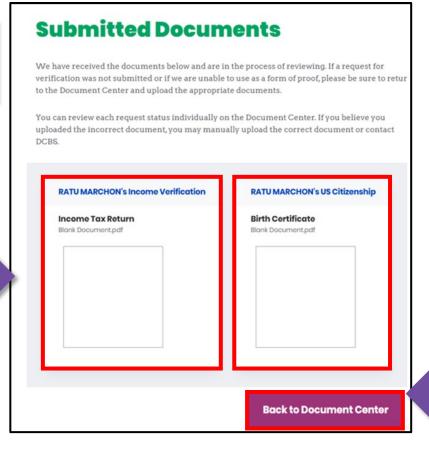
# Document Upload (8 of 8)



Follow these instructions to upload documents to satisfy an RFI in the Document Center.

Upon successful submission of the required documents, confirmation displays on the **Submitted Documents** screen.

Review the document images to verify the correct documents have been uploaded.



Select Back to Document Center.

#### PLEASE NOTE



If the incorrect document was uploaded, return to the Document Center to submit additional documentation.



# POLL QUESTION 2

?

## TRUE OR FALSE?

The Written Statement of Income may be downloaded from the Document Center when uploading verification for APTC.

Answer anonymously using the Polls box!



# kynect On Demand

PLAN YEAR 2026 OFFICE HOUR: SESSION TWO

## kynect On Demand Overview



Below provides an overview of kynect On Demand (KOD).



# What does KOD do?

KOD allows Residents to request assistance with applications submitted through kynect, plan enrollments, or both, and receive a call back from an Agent or kynector within 30 minutes.



# How can KOD help Residents?

By accepting referrals and assisting Residents with their benefits applications, Agents and kynectors have the opportunity to increase the number of Residents that they are able to assist in their community.



# **How do kynectors** access **KOD?**

Agents and kynectors can access KOD by navigating to the **kynect On Demand** tab on their Dashboard. Once there, they can easily set their availability and preferences.

#### PLEASE NOTE



Agents and kynectors must first register for the KOD program to be able to receive KOD referrals and assist Residents. For additional information and steps on how to register, reference the kynect On Demand QRG.

## kynect On Demand Dashboard: General Referrals vs. Mass Referrals

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Below provides an overview of the Quick Updates screen on the KOD Dashboard.

After opening the KOD Dashboard, the **Quick Updates** landing screen will display. This section shows notifications pertaining to the number of pending referrals (General and Mass) and missed referrals (General) for the current day.

#### GENERAL REFERRALS

- General Referrals occur when a Resident submits a KOD request.
- KOD identifies the appropriate path and assigns the General Referral to the available Agent or kynector who is **expected to take action within 15 minutes** from the time of assignment.
- ➤ **If no action is taken or rejected**, the referral will expire and be sent to the next available Agent or kynector.
- If an Agent or kynector fails to respond to three (3) consecutive General Referrals, they will be de-registered from KOD.

#### MASS REFERRALS

- Mass Referrals occur when a General Referral is not accepted by an Agent or kynector within the allotted 15 minutes.
- Mass Referrals are assigned to the Agent or kynector that **accepts it first**, so they must take action by either accepting or rejecting the referral as quickly as possible.
- ➤ If an Agent or kynector misses a Mass Referral, they will not be de-registered from KOD.

#### PLEASE NOTE



For additional information, reference the kynect On Demand QRG.

## kynect On Demand Features (1 of 5)



Below highlights key features accessible through KOD.

From the left-hand side, under the **kynect On Demand** tab, kynectors can select their desired functionality.

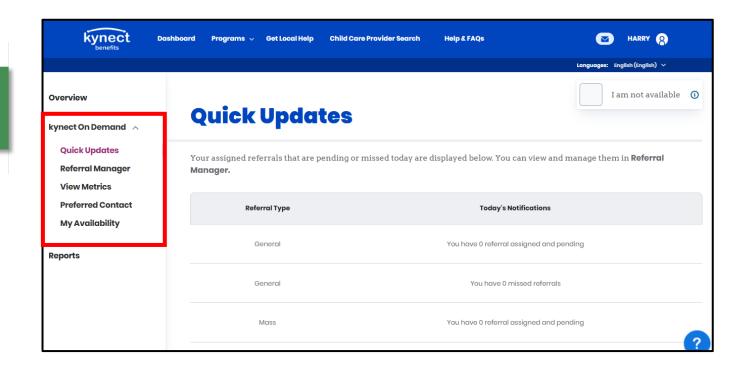
Quick Updates: View today's notifications.

Referral Manager: Access open requests.

View Metrics: View applicable metrics.

Preferred Contact: Edit contact details.

My Availability: Edit weekly availability.



#### PLEASE NOTE



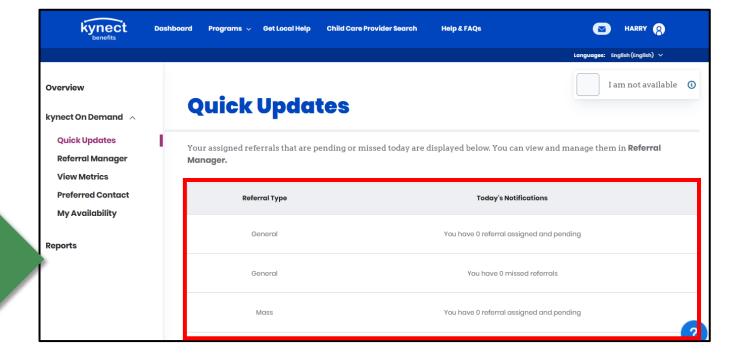
KOD is a real-time functionality that allows Residents to request assistance from Agents and kynectors based their availability.

# kynect On Demand Features (2 of 5)



Below highlights key features accessible through KOD.

The *Quick Updates* section of KOD serves as a kynector's notification hub. All referrals and their respective status can be accessed on this page.

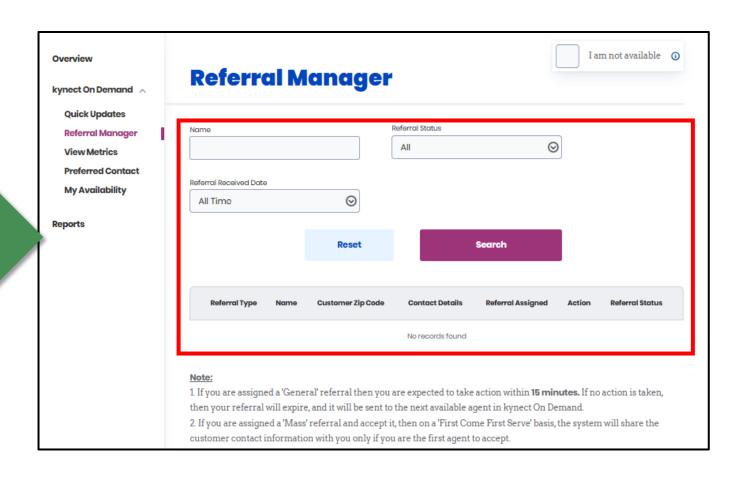


# kynect On Demand Features (3 of 5)



Below highlights key features accessible through KOD.

The *Referral Manager* section of KOD allows kynectors to search for and take action on any referrals they have received.

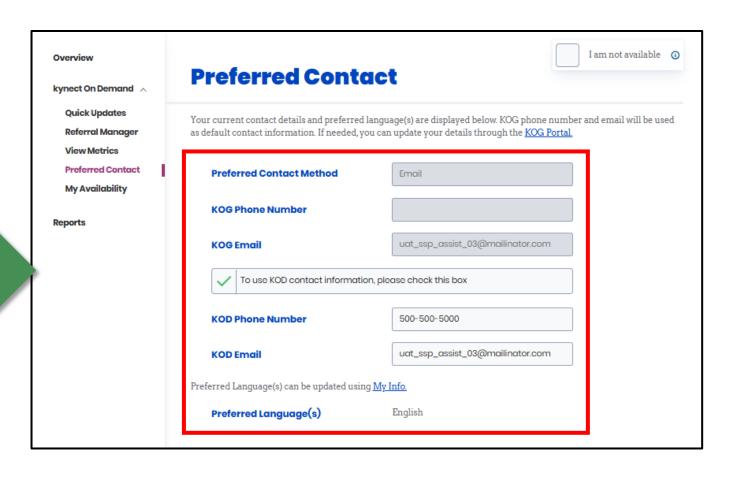


# kynect On Demand Features (4 of 5)



Below highlights key features accessible through KOD.

The *Preferred Contact* section allows kynectors to update their **KOD Phone Number**, **KOD Email**, and **Preferred Language(s)**.



#### PLEASE NOTE



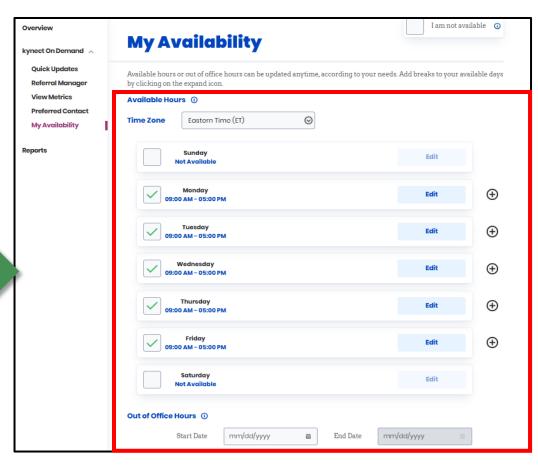
If Agents or kynectors would prefer to list a different **KOD Phone Number** or **KOD Email** than what is listed, they can manually enter alternate contact information to receive KOD referrals.

# kynect On Demand Features (5 of 5)



Below highlights key features accessible through KOD.

The *My Availability* section allows kynectors to update their **Available Hours** throughout the week and set flexible **Out of Office Hours**.



#### PLEASE NOTE



If Agents or kynectors sign in outside of their assigned working hours, their Current Availability will be turned off.



# POLL QUESTION 3

?

## TRUE OR FALSE?

Agents and kynectors only receive KOD General referrals during their assigned Available Hours.

Answer anonymously using the Polls box!



# **Escalation Process**

PLAN YEAR 2026 OFFICE HOUR: SESSION TWO

## Agent and kynector Escalation Process Overview

Below provides an overview of the Agent and kynector Escalation Process.





#### **PURPOSE**

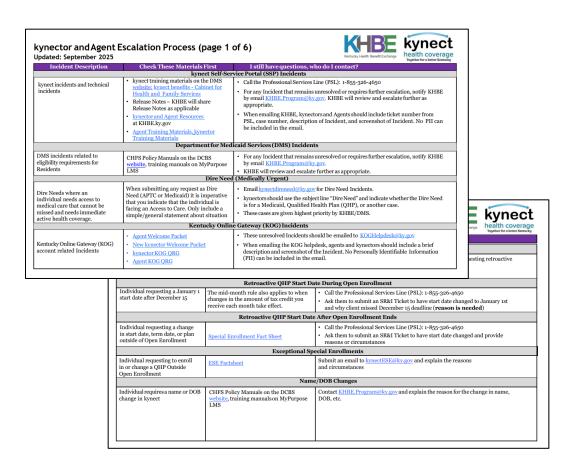
The Agent and kynector Escalation Process is intended to provide the appropriate point of contacts necessary for resolving incidents.

To access the full escalation path, reference the <u>Agent and kynector</u> Escalation Process.



# UNDERSTANDING THE ESCALATION PROCESS

The Escalation Process features three (3) columns for each incident category, detailing the incident description, which materials should be referenced first, and additional points of contact.



#### PLEASE NOTE



If there are any outstanding incidents or case-specific question, email KHBE.Program@ky.gov.

#### **Common Escalation Scenarios**



Below provides common escalation scenarios and how to resolve them.

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#### START HERE

#### NEXT STEPS (IF NOT RESOLVED)

I am unable to become associated to a Resident's case.

- kynector Association Protocol
- Agent Association Protocol
- Agent Case Association Fact Sheet
- Case Association Micro Video

Contact the Professional Services Line (PSL) at 1-855-326-4650 with the Individual, Agent or kynector, and PSL rep on the line.

When assisting a Resident, I am unable to confirm if their prescriptions are covered or if their provider is in-network. To confirm any providers, prescriptions, or plan information, call the Issuer, visit their website, or ask the medical provider directly.

For a list of all providers, visit the <u>Provider</u> <u>Directories webpage</u> on KHBE.

If the Agent or kynector is unable to reach the Issuer, contact <a href="mailto:KHBE.Program@ky.gov">KHBE.Program@ky.gov</a>.

A Resident needs access to medical care that cannot be missed and needs immediate active health coverage. Email <u>kynectdireneed@ky.gov</u> for Dire Need incidents.

Be sure to include "Dire Need" in the subject line and indicate whether the Dire Need is for Medicaid, APTC, or QHP. If the Agent or kynector does not receive a response in 24-48 hours, contact <a href="mailto:KHBE.Program@ky.gov">KHBE.Program@ky.gov</a>.

## **Common Escalation Scenarios**



Below provides common escalation scenarios and how to resolve them.

#### **SCENARIOS**

# When assisting a Resident, I am unable to complete a Supplemental Nutrition Assistance Program Kentucky (SNAP) application.

A Resident is experiencing a qualifying life event that prevents them from enrolling in coverage during the Open Enrollment Period.

I am having difficulty with my Kentucky Online Gateway(KOG) account.

#### START HERE

When having trouble with SNAP or Kentucky Child Care Assistance Program (CCAP) applications, visit the resources below:

- CHFS <u>SNAP</u> website page.
- CHFS <u>CCAP</u> website page.

Check the <u>Exceptional Special Enrollment (ESE)</u>
<u>Fact Sheet</u> to see if they qualify for an ESE.

having difficulty with my

ucky Online Gateway(KOG)

- Agent Welcome Packet

New kynector Welcome Packet

- kynector KOG QRG
- Agent KOG QRG

#### NEXT STEPS (IF NOT RESOLVED)

If the incidents persist, email <u>Famsupportkynectors@ky.gov</u> with case information and a description of the incident.

If their circumstances qualify, submit a request by email to <a href="mailto-kynectESE@ky.gov">kynectESE@ky.gov</a>, including their contact information, case number, Agent or kynector, reasons for the request, and desired plan start date.

If the incidents persist, email <a href="mailto:KOGHelpdesk@ky.gov">KOGHelpdesk@ky.gov</a> with a brief description and screenshot of the incident.



# POLL QUESTION 4

?

## TRUE OR FALSE?

When having trouble with SNAP or CCAP cases, kynectors should email

Famsupportkynectors@ky.gov.

Answer anonymously using the Polls box!



# **Enhanced Premium Tax Credits**

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#### **Enhanced Premium Tax Credits**



Below provides an overview of Enhanced Premium Tax Credits.

Enhanced Premium Tax Credits have reduced Marketplace premiums since 2021 and are set to expire on December 31, 2025.

#### PLANNING AHEAD

If Enhanced Premiums Tax Credits are not extended, what should Agents and kynectors advise Residents do?

- Review their current health coverage through kynect health coverage to see how their premiums were affected.
  - Most Residents will experience an **average premium increase** of approximately \$100 per month. The scenarios below illustrate the potential impact on different households.
- **Consult with a local Agent or kynector** to receive guidance on eligibility, plan options, or alternative coverage options, such as Bronze, Expanded Bronze, or Catastrophic plans.
- 3 Stay informed! Residents can monitor legislative updates that may impact EPTC.

Young Invincible	Family of Four
₹ Zip Code: 40840 (Harlan)	₹ Zip Code: 40324 (Fayette)
↑ Household Age(s): 25	Household Age(s): 45, 43, 15, 12
Household Income: \$30,000	Household Income: \$55,000
Current Monthly Premium: \$41	Current Monthly Premium: \$38
>> New Monthly Premium: \$143	New Monthly Premium: \$219

#### **Elderly Couple**

**♀** Zip Code: : 41502 (Pike)

Household Age(s): 63, 62

Household Income: \$85,000

**Solution** Current Monthly Premium: \$556

🐡 New Monthly Premium: \$2,167



# Contracted vs. Non-Contracted kynectors

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## Contracted vs. Non-Contracted kynectors

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Below provides an overview of the two (2) types of kynectors in Kentucky.

#### CONTRACTED KYNECTORS

Contracted kynectors, or Navigators, partner with the Commonwealth to employ kynectors to execute the terms outlined in their Contract.

Due to their representation of the Commonwealth, Contracted kynectors abide by different rules, such as, but not limited to, wearing kynect branded apparel, hosting monthly events in their communities, and report activity throughout the month via kAART.

#### Contracted kynectors include the following groups:

- **kynectors** conduct outreach, education, and enrollment events in the community and submit monthly metrics.
- **Organization Administrators** oversee sub-contracted groups, compile monthly metric reports, and requests branded promotional items. Additionally, they serve as the primary contact of the Organization who is responsible for managing the Kentucky Online Gateway (KOG) Organization Management tool used to invite new users and remove users.

#### NON-CONTRACTED KYNECTORS

Non-Contracted kynectors are groups that have requested and been approved to have kynectors on staff such as healthcare providers, recovery centers, and hospitals.

Non-Contracted kynectors, Certified Application Counselors (CACs) are facility based, so they are not required to conduct events and all funding is provided by their employer.

#### Non-Contracted kynectors include the following groups:

- **kynectors** submit quarterly metrics to their Organization Administrators.
- **Organization Administrators** are responsible for onboarding, training, preparing quarterly metric reports, and managing kynector caseloads when off-boarded.

#### PLEASE NOTE

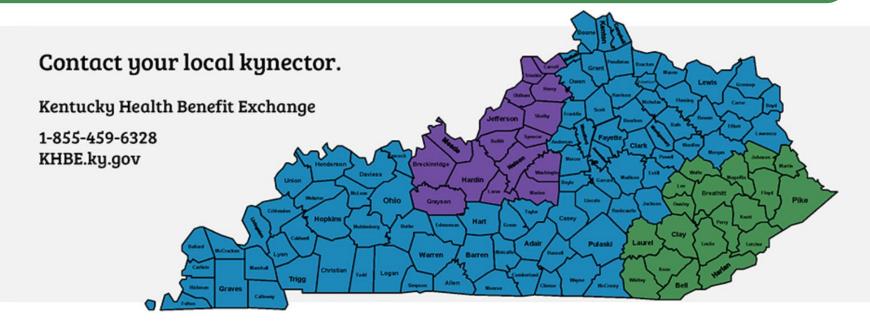


KHBE oversee the kynector program for both Contracted and Non-Contracted kynectors.

## **Contracted kynector Organizations**



Below provides an overview of the contracted kynector organizations.









## Non-Contracted kynector Organizations

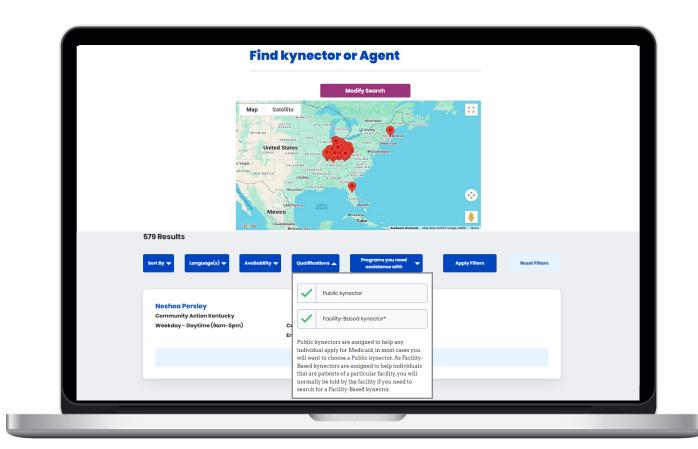


Below provides an overview of common work locations for Non-Contracted kynectors.

Certified Application Counselors (CACs) are **Non-Contracted kynectors** who are staff members or volunteers of designated public or private organizations. A few examples are listed below.

- Hospitals
- Federally Qualified Health Centers (FQHCs)
- Health Coverage Providers
- Agencies Providing Social Services

CACs are trained by KHBE to help Residents find health coverage in kynect.



#### PLEASE NOTE



If Non-Contracted kynectors are having trouble being found by Residents and or PSL, they should verify that the **Facility-Based kynector** option is selected under the **Qualifications** drop-down from the **Find kynector or Agent** screen on <u>kynect benefits</u>.



# POLL QUESTION 5

?

## TRUE OR FALSE?

To find a Non-Contracted kynector, the Facility-Based kynector option must be selected on the Get Local Help page.

Answer anonymously using the Polls box!



# Live Q&A

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