How To Submit Requested Verification Documents in benefind
What is benefind?

benefind is a website where you can apply for benefits like:

- Supplemental Nutrition Assistance Program (SNAP) – helps you buy healthy foods for you and your family.
- Medicaid – helps cover medical care costs.
- Kentucky Transitional Assistance Program (KTAP) – helps pay for basic needs like rent, utilities, and other household expenses.

You can access benefind by visiting benefind.ky.gov from any computer with internet.

Submitting Request Verification Documents in benefind

If your case requires you to submit additional documents to verify information you included on your application, follow the steps below.

1. Open your internet browser and go to benefind.ky.gov.
2. Click the Log In link in the top right corner of the benefind homepage.
3. Enter your Kentucky Online Gateway Citizen Account username or email address and click the Log In button.

Note: If you have not already created a Kentucky Online Gateway Citizen Account, go to the Creating a Kentucky Online Gateway Citizen Account section to learn how.

4. Read the warning consent text and click Reject or Accept.

Note: If you click Reject, you will not be permitted to enter benefind and will be automatically signed out of your account.
5. Click the **Visit the marketplace for Individual and Families** button.
6. On your benefind account homepage, there is a **Request For Information** section. This section lists the information you need to submit in order to complete your application or reverification. If you don’t need to submit anything, there will be a message that says, “No document pending for verification.” Click the **Upload** link to upload your documents.
7. Complete the **Request For Information** section and click the green **Upload Document** button.
8. The information you just submitted will show up in the top section. The document status will show as “Pending” until DCBS has verified it.