

Information about financial assistance

You have an appointment for a first consultation on

.....day /..... at

with

If you are unable to come please cancel on tel. 031 792 10 00.

Visiting address: Gamla Kronvägen 34

Please read through all the information and fill in the application form before your consultation. The application form must be complete, which means you have to answer all the questions in it.

On your visit, please bring the following documents and information:

- Proof of identity
- Residence and work permits, if you are not a Swedish citizen
- Rent contract and notice of rent payment for the current month
- Receipts for paid rents and other bills you want to apply for assistance to pay
- Your latest income tax return, or all income statements from the tax authorities
- Bank statements for the past three months
- Bank listings of all your bank accounts
- Income statements for all income earned in the past three months, e.g:
 - Salary statement
 - Unemployment benefit/ALFA-kassa
 - CSN decision about a study grant/student aid
 - Pension
 - Sickness and activity compensation
 - AFA insurance payments
 - Activity support
 - Sickness benefit
 - Parental benefit
 - Decision about housing allowance
 - Maintenance support
 - Care allowance
- Sickness certificate
- Proof of employment
- Action plan from the Employment Service
- A list of jobs applied for
- Information about assets such as cars, funds deposited in banks, property, etc.
- _____
- _____
- _____

Before/During your visit you must:

- Have registered with the Employment Service
- Be able to account for jobs you have applied for
- Have applied for unemployment benefit/ALFA-kassa
- _____
- _____
- _____

Financial assistance

Livelihood support and other financial assistance are means-tested and are paid out by the municipality's social services and employment administration.

You are entitled to apply for livelihood support or other financial assistance, and you should submit your application in the municipality where you reside – even if you are registered in another municipality.

The entitlement to receiving livelihood support or other financial assistance is specified in Chapter 4 of the Social Services Act.

Chap. 4, Section 1. Entitlement to assistance
Persons unable to provide for their needs or to obtain provision for them in any other way are entitled to assistance from the social welfare committee towards their livelihood (livelihood support) and for their living in general.

If you want to apply for financial assistance you have to phone to make an appointment. See the reverse side of this page for more information.

Assessment

Since livelihood support is an income-tested form of assistance, an assessment has to be carried out. Your entitlement to livelihood support must be based on a real need. Furthermore, all other possibilities for earning a livelihood must have been exhausted. The Social Services Act emphasises your own responsibility for your situation, and that the role of the social services and employment committee is to contribute to the development of your own resources.

Among the implications of this are that:

- you primarily have to use savings for your livelihood, or that you have to sell other cash-convertible assets such as expensive capital goods. A car is also regarded as a cash-convertible asset provided you do not need it for your work or due to disability/illness.
- you cannot waive other possible assistance, e.g. maintenance support, housing allowance and ALFA.
- if you are unemployed you must have registered with the Employment Service at the beginning of your unemployment. You must actively apply for all types of work and take a suitable job when it is offered to you. If you are unable to apply for certain jobs for medical reasons, you must have a doctor's certificate as proof.

You always have the right to apply for livelihood support and have your case assessed, in other situations as well.

In connection with the assessment, the social services and employment committee has access to information from the unemployment and social insurance offices. Public registers including the vehicle register and the Patent and Registration Office are also consulted.

Your consent is required for us to contact other government agencies and institutions for information. If you do not consent to some of these being contacted, or if you have not provided verification of the information in your application, this may in some cases make the assessment more difficult or even impossible. In such cases you risk having your application turned down.

National norm

The Government has determined a national norm. This is what is known as a gross norm, and is intended to cover the most common costs of living.

Livelihood support is made up of two parts. The first part is calculated on the basis of personal costs, which vary depending on the number of members in the household and the ages of any children. It includes costs for:

- food
- clothes/shoes
- play/leisure
- hygiene
- children and young people's insurance

The other part of livelihood support is for joint household costs, and is calculated on the basis of how many members the household has. It includes costs for:

- consumables
- daily newspaper, telephone, TV licence etc.

Loans or other debts are not considered when expenses are calculated. This means that you cannot get livelihood support for these expenses other than in exceptional cases. Since livelihood support is individually means-tested, exceptions from the national norm are possible, e.g. for temporary needs.

For an overview of the current national norm and reasonable expenditure levels, see www.socialstyrelsen.se/ekonomisktbistand

Income

The size of the livelihood support you receive depends on your own income. When calculating livelihood support, the household's income and all allowances are subtracted. Bank credit balances and other assets also reduce the support. If you normally earn a good income but have a bad month, you do not automatically qualify for livelihood support. You must report all changes to your income and other circumstances to the social services and employment administration during the time you receive livelihood support. If you provide incomplete or misleading information you will be reported to the police and may be charged with fraud.

Decision and payment

It is the social services and employment committee that decides about livelihood support. This committee is made up of politically appointed members who are responsible for some of the municipalities' social services. The social services and employment committee has delegated part of its decision-making power with respect to livelihood support and other assistance to various officials in the social services and employment administration. No decisions are made at the time of the visit. Your application is promptly assessed, and then the assessing official makes a decision. "Promptly" means one week, provided you have submitted all the requested information required to make a decision. Livelihood support is normally granted for one month at a time, after which a new application and calculation have to be made. Livelihood support is paid out by post. It therefore takes about three working days following a decision before the support arrives.

Appeals

The social services and employment administration is obliged to send you a written decision if you have not been granted the assistance you applied for. It is also obliged to enclose an appeals reference. This will tell you why your application was turned down and how you can appeal against the decision. The assessing official at the social services and employment administration can help you make an appeal. If you disagree with any decision on assistance under Chap. 4, Section 1 or a decision under Chap. 4, Section 5, you have the right to lodge an appeal with the Administrative Court no later than three weeks after you received the decision. The letter of appeal must be sent to the social services and employment administration.

Confidentiality

Information about livelihood support or any other form of assistance being paid out to you, as well as your registration in the social services register, are classified under Chap. 7, Section 4 of the Secrecy Act. All staff members at the social services and employment administration are bound to professional secrecy and may not release information about you to unauthorised persons or entities. You of course have the right to read your dossier and comment on the assessment.

The Social Services Act

– provisions on livelihood support etc.

Chap. 4,

Sect. 1 Persons unable to provide for their needs or to obtain provision for them in any other way are entitled to assistance from the social welfare committee towards their livelihood (livelihood support) and for their living in general.

Chap. 4,

Sect. 3 Livelihood support is provided for reasonable expenditure on

1. food, clothing and footwear, play and leisure, disposable articles, health and hygiene, a daily newspaper, a telephone and a television licence fee,
2. housing, domestic electricity supply, journeys to and from work, household insurance and membership of a trade union and an unemployment insurance fund.

Reasonable expenditure referred to in point 1 above shall, as more exactly described by the Government, be calculated according to a norm applying to the whole country (the national norm), on the basis of official price surveys regarding basic consumption in various types of household. The social welfare committee shall, however, calculate this expenditure at a higher level if, in a particular case, there is special reason for doing so. The committee may also, in a particular case, calculate the expenditure at a lower level if there is special reason for doing so.

Chap. 4,

Sect. 4 The social welfare committee may require a person receiving livelihood support for a certain time to take part in work experience or other skill-enhancing activity to which he is referred by the committee, if it has not been possible to provide a suitable labour market policy programme for the individual and

1. he is under 25 years of age, or
2. he is 25 years of age or over but is, for special reasons, in need of skill-enhancing measures, or
3. he is engaged in a training programme for which special financial arrangements are available but is in need of livelihood support during an interruption in his studies.

Work experience or skill-enhancing activity as referred to in the first paragraph shall have the purpose of developing the possibilities for the individual to be self-supporting in future. The activity shall strengthen the possibilities of the individual entering the labour market or, where appropriate, further training. It shall be devised with reasonable consideration for the personal preferences and aptitudes of the individual concerned. Before making a decision as provided in the first paragraph, the social welfare committee shall consult with the county labour board.

Chap. 4,

Sect. 5 If the individual declines, without acceptable cause, to participate in work experience or other skill-enhancing activity to which he has been referred as provided in Section 4, further livelihood support may be refused or reduced. The same applies if he absents himself, without acceptable reason, from the work experience or skill-enhancing activity.

Chap. 4,

Sect. 6 A person taking part in work experience or other skill-enhancing activity as provided in Section 4 shall not for such purposes be deemed an employee. Insofar as the individual performs tasks corresponding to or similar in nature to those usually performed in gainful employment he shall, however, be equated with an employee for the purposes of Chap. 2, Sections 1-9, Chap. 3, Sections 1-4 and Sections 7-14, Chap. 4, Sections 1-4 and Sections 8-10 and Chaps. 7-9 of the Work Environment Act (1977:1160) and Work Injuries Insurance Act (1976:380).

First-time appointments

Visits by appointment only, please phone 031 792 10 00.

Monday 9.00–9.45 am, 5.00–6.00 pm

Tue–Fri 9.00–9.45 am

Please note that opening times may be subject to change.