



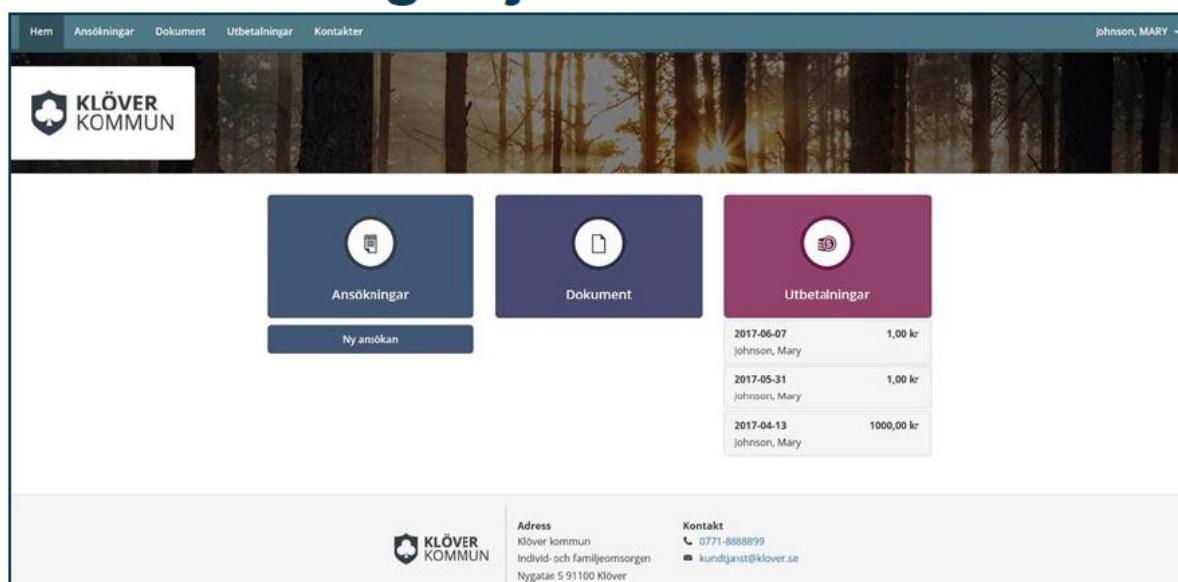
Växjö  
kommun

# How to follow your case via the Citizen Service

# Content

About the Citizen Service.....	3
Follow your case.....	4
See calculation, decision, payment .....	4
Calculation in detail.....	5
Decisions in detail.....	5
Documents .....	6
Payments.....	6
Payments in detail.....	7
Contacts .....	7
My profile .....	8
Change profile.....	<b>Fel! Bokmärket är inte definierat.</b>

## About the Citizen Service



The Citizen Service "Financial Assistance Visa" gives you/co- applicant the opportunity to receive information about decisions, payments and more during all hours of the day. You can choose to use a computer, tablet or smartphone to access the service.

You and co-applicants log in to the service separately with a Bank ID or other e-identification.

You and your co-applicant will receive an SMS and/or an e-mail when new decisions and documents are created. There is also a messaging feature where you can receive messages from your caseworker and send messages to your caseworker regarding your application for financial assistance.

## Follow your case

The screenshot shows a list of applications under the heading 'Ansökningar'. Each item includes a small icon, the date, and the status. There are also arrows to the right of each entry.

Datum	Status	
2017-06-09	Utbetalad	>
2017-05-30	Utbetalad	>
2017-03-15	Utbetalad	>
2017-03-10	Registrerad	>
2017-03-03	Registrerad	>
2017-03-01	Registrerad	>
2017-02-15	Registrerad	>

## See calculation, decision, payment

The screenshot shows the detailed view of an application ('Ansökan'). It includes sections for 'Ansökan', 'Beräkning', 'Beslut', and 'Utbetalning', each providing specific data points.

**Ansökan:**

- Ansökningsdatum: 2017-06-09
- Status: Utbetalad

**Beräkning:**

- Beräkningsdatum: 2017-06-09
- Beräknat försörjningsstöd: 9085,00

**Beslut:**

- Beslutsdatum: 2017-06-09
- Beslutsfattare: Maria Östlund Enhetschef
- Beslut: Ekonomiskt bistånd beviljas
- Belopp: 9085,00

**Utbetalning:**

- Utbetalningsdatum: 2017-06-09
- Belopp: 9085,00
- Mottagare: Johnson, Mary

**Buttons at the bottom:**

- Tillbaka
- Skriv ut

By clicking on, for example, calculation or decision, detailed information for your case is displayed.

## Calculation in detail

The screenshot shows a detailed calculation page. At the top, there are navigation tabs: Hem, Ansökningar, Dokument, Meddelanden, Utbetalningar, and Kontakter. On the right, it says "Johnson, MARY". Below the tabs, there's a toolbar with icons for search, refresh, and other functions. The main content area is titled "Beräkning". It contains two tables:

**SAMMANSTÄLLNING**

Nörmberäkning	5840,00 kr
Gemensamma hushållskostnader	1030,00 kr
Godkända utgifter	5215,00 kr
Inkomster	-3000,00 kr
Summa	9085,00 kr

**NORMBERÄKNING**

Period	2017-06-01 - 2017-06-30
Beräkningsdatum	2017-06-09
Norm	Riksnorm 2017
Handläggare	Maria Ostlund Enhetschef

**GODKÄNTA UTGIFTER**

Utgift	Ansökt belopp	Godkänt belopp	Anmärkning
Bostadskostnad	5015,00 kr	5015,00 kr	
Ei-avgifterx	200,00 kr	200,00 kr	

## Decisions in detail

The screenshot shows a decision detail page. At the top, there are navigation tabs: Hem, Ansökningar, Dokument, Meddelanden, Utbetalningar, and Kontakter. On the right, it says "Johnson, MARY". Below the tabs, there's a toolbar with icons for search, refresh, and other functions. The main content area is titled "Beslut". It contains a summary table:

<b>Beslut:</b>	Ekonomiskt bistånd beviljas
<b>Berörda personer:</b>	670823-8586 Johnson, Mary
<b>Beslutsdatum:</b>	2017-06-09
<b>Beslutsperiod:</b>	2017-06-01 - 2017-06-30
<b>Belopp:</b>	9085,00

At the bottom, there are two buttons: "Tillbaka" and "Skriv ut".

## Document

Hem Ansökningar Dokument Meddelanden Utbetalningar Kontakter Johnson, MARY ▾

Dokument

2017-06-08 Begäran om komplettering	
2017-06-08 Begäran om komplettering	
2017-06-08 Viktig info	
2017-05-30 Ek Blankett	
2017-05-09 denna är inte	

KLÖVER KOMMUN  
Adress Klöver kommun  
Individ- och familjeomsorgen  
Nygatan 5 91100 Klöver  
Kontakt 0771-888889  
kundtjanst@klover.se

## Payments

Hem Ansökningar Dokument Meddelanden Utbetalningar Kontakter Johnson, MARY

Utbetalningar

2017-06-09 9085,00 kr Johnson, Mary	
2017-06-07 21,10 kr Johnson, Mary	
2017-06-07 1,75 kr Johnson, Mary	
2017-06-07 1,00 kr Johnson, Mary	
2017-05-31 1,00 kr Johnson, Mary	
2017-04-13 1000,00 kr Johnson, Mary	

## Payment in detail

The screenshot shows a web-based application interface for managing payments. At the top, there is a navigation bar with tabs: Hem, Ansökningar, Dokument, Meddelanden, Utbetalningar, and Kontakter. On the far right of the header, it says "Johnson, MARY". Below the header, the page title "Utbetalning" is centered above a light gray content area. This area contains a list of payment details:

Betalsätt:	Bankkontoinsättning
Utbetalningsdatum:	2017-06-09
Belopp:	9085,00
Konto:	84202-5130912289
Adress:	Johnson, Mary Fredriksgatan 7 A Lgh 1202 52343 KLÖVER
Berörda personer:	670823-8586 Johnson, Mary

At the bottom of this section are two buttons: "Tillbaka" and "Skriv ut".

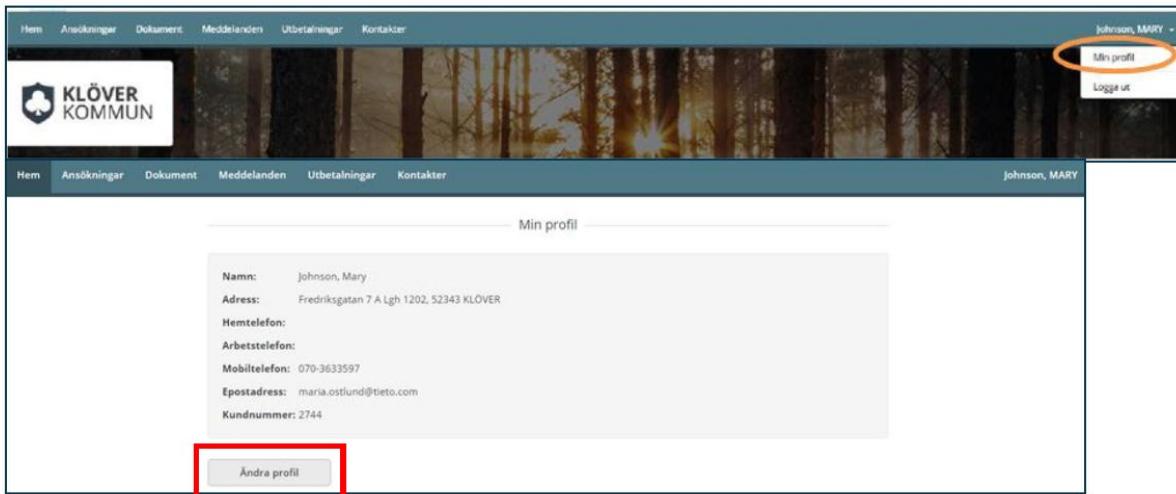
Here you can see detailed information for the current payment. It is also possible to print the information. To return to the list of payments, press "Back".

## Contacts

The screenshot shows a web-based application interface for managing contacts. At the top, there is a navigation bar with tabs: Hem, Ansökningar, Dokument, Meddelanden, Utbetalningar, and Kontakter. On the far right of the header, it says "Johnson, MARY". Below the header, the page title "Kontakter" is centered above a light gray content area. This area displays a contact card:

 öst, maolife

Adress  
Vård o Behandling Väster  
Kyrkgränd2  
MOSSBY  
12345



By selecting "My profile", your contact information is displayed. Remember that it is important that your contact information is correct and that you fill in information that may be missing.