STEP 1 — STATE THE CORE OBLIGATION This paragraph establishes the overarching purpose of the Social Services Act. It requires the municipality to improve living conditions for disadvantaged people, contribute to social and economic security, promote the transition to work, and foster social inclusion. Furthermore, it mandates that the municipality actively works to prevent social problems, promotes equality, and ensures that vulnerable children, young people, and their families receive a holistic and coordinated service offering.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. **Evaluate the impact of services**: The municipality must use the law's criteria to evaluate the impact of municipal services in the NAV office as part of its internal control. (Source: Rundskriv 35, pkt. 1.1.1. Language: Mandatory - "skal/viktig oppgave". Demands: Methodology and procedures).
2. **Extensive coordination and cooperation**: The law's overarching goals require the NAV office to coordinate its services and engage in extensive cooperation with the rest of the municipality and other public and private actors. (Source: Rundskriv 35, pkt. 1.1.1. Language: Mandatory - "forutsetter". Demands: Coordination infrastructure).
3. **Holistic and coordinated services for vulnerable families**: The municipality must ensure a holistic and coordinated service offering for vulnerable children, young people, and their families, which often requires cooperation with other agencies. (Source: Rundskriv 35, pkt. 1.1.2.1. Language: Mandatory - "skal bidra til". Demands: Coordination).
4. **Identify systemic barriers and advise municipal planning**: The NAV office has a responsibility to highlight societal conditions that counteract the law's goals, work to change them, and advise other agencies in municipal planning contexts about necessary measures. (Source: Rundskriv 35, pkt. 1.1.2.1. Language: Mandatory - "har et ansvar for". Demands: Analytical competence, dedicated capacity, reporting).
5. **Individual goal assessment within families**: When a service is provided to multiple people (e.g., a family), the service offering must be assessed against the law's purposes for each individual recipient. (Source: Rundskriv 35, pkt. 1.1.2.1. Language: Mandatory - "skal". Demands: Methodology/Procedures).

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS

1. *Evaluate the impact of services*: Can be done qualitatively on a case-by-case basis by local management. (Scale-neutral).
2. *Extensive coordination and cooperation*: Assumes multiple internal/external units connecting structurally (C - Coordination infrastructure).
3. *Holistic and coordinated services for vulnerable families*: Assumes cross-disciplinary teams or liaison roles between NAV, child welfare, and health services (C - Coordination infrastructure).
4. *Identify systemic barriers and advise municipal planning*: Assumes dedicated analytical or community planning capacity separated from daily casework (S - Specialization).
5. *Individual goal assessment within families*: Core casework methodology that does not rely on scale (Scale-neutral).

STEP 4 — OUTPUT FORMAT

Paragraph: § 1 Requirement: Evaluate the impact of municipal services in NAV against the law's criteria Source: Rundskriv 35, pkt. 1.1.1 Classification: Scale-neutral Reason: Basic evaluation of whether services are functioning appropriately can be done qualitatively by caseworkers and local management regardless of office size. Mandatory: skal

Paragraph: § 1 Requirement: Coordinate services internally and engage in extensive cooperation with public and private actors Source: Rundskriv 35, pkt. 1.1.1 Classification: Volume-sensitive Mechanism: C Justification: Maintaining active, structured collaboration networks with diverse public sectors and private NGOs assumes an institutional coordination infrastructure that small offices with few generalists struggle to resource. Mandatory: skal

Paragraph: § 1 Requirement: Provide holistic and coordinated services for vulnerable children and families Source: Rundskriv 35, pkt. 1.1.2.1 Classification: Volume-sensitive Mechanism: C Justification: Providing seamlessly coordinated cross-sectoral services for families assumes the existence of dedicated liaison roles or established interdisciplinary teams between NAV, child welfare, and health services, which small municipalities often lack. Mandatory: skal

Paragraph: § 1 Requirement: Identify systemic barriers and advise in municipal planning Source: Rundskriv 35, pkt. 1.1.2.1 Classification: Volume-sensitive Mechanism: S Justification: Translating individual casework trends into strategic input for overarching municipal planning assumes a dedicated analytical or community planning capacity that small operational offices typically lack. Mandatory: skal

Paragraph: § 1 Requirement: Assess the service offering against the law's purposes for each individual when a service is given to a family Source: Rundskriv 35, pkt. 1.1.2.1 Classification: Scale-neutral Reason: Assessing individual needs within a family unit is a core casework skill that any office can perform regardless of size. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 2 defines the geographical and jurisdictional scope of the Social Services Act, requiring the municipality to provide services to all persons legally staying in the realm, while explicitly directing NAV to assess the applicant's legal stay (lovlig opphold) and permanent residence (fast bopel) to determine if they possess full, limited, or emergency rights to social services.

STEP 2, 3, AND 4 — ASSOCIATED REQUIREMENTS AND SCALE ANALYSIS

Paragraph: § 2 Requirement: NAV-kontoret must take an independent responsibility to evaluate and document an EEA citizen's legal stay, including assessing whether they retain worker status during illness or unemployment, or if their self-employment is real and active based on budgets, tax returns, and contracts. Source: Veileder for Nav-kontoret ved vurdering av lovlig opphold for EØS-borgere juni 2025, kap. Hvorfor skal Nav-kontoret vurdere lovlig opphold & kap. 2-3 Classification: Volume-sensitive Mechanism: K Justification: Interpreting and applying complex EEA regulations and immigration law rules for various residence statuses requires specialized legal competence that quickly decays in a small office that only encounters such cross-border cases a few times a year. Mandatory: skal

Paragraph: § 2 Requirement: NAV must assess whether family members (including third-country nationals) have a derived right of residence from an EEA citizen, which requires documenting dependency, household membership, or evaluating if rights are retained after divorce or death. Source: Veileder for Nav-kontoret ved vurdering av lovlig opphold for EØS-borgere juni 2025, kap. Oppholdsrett som familiemedlem til EØS-borger Classification: Volume-sensitive Mechanism: K Justification: Navigating the complex intersection of third-country national immigration law and EEA derived rights requires specific legal knowledge that is operationally unsustainable to maintain in a municipality under 10,000 inhabitants with an extremely low frequency of such cases. Mandatory: skal

Paragraph: § 2 Requirement: NAV must perform a concrete, individual holistic assessment of whether a person has "fast bopel" (permanent residence) based on factors like national registry, family, social security membership, and tax obligations. Source: Rundskriv 35, pkt. 1.2.1.1 Classification: Scale-neutral Reason: Weighing standard personal factors to determine residency is a core administrative task that does not depend on a continuous flow of cases to be maintained. Mandatory: skal

Paragraph: § 2 Requirement: NAV must make a preliminary assessment (formalkontroll) of whether an applicant has legal stay based on submitted documentation, without conducting full immigration interviews or deep investigations into the realities of the case. Source: AID tolkningsuttalelse 03.11.2022 (ref. 21/4184-19) Classification: Scale-neutral Reason: Checking standard identity and immigration documents is a basic procedural step that does not require specialized infrastructure or high case volume. Mandatory: skal

Paragraph: § 2 Requirement: NAV must provide emergency economic support and temporary housing for a short period to persons without legal stay (e.g., undocumented individuals), and can require the person to actively contribute to their own departure. Source: Rundskriv 35, pkt. 1.2.2.5 Classification: Scale-neutral Reason: Providing short-term emergency aid and requesting an applicant to contact the police or their embassy can be

executed by any generalist caseworker without requiring dedicated capacity or high volume.
Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION This paragraph establishes the municipality's overarching responsibility to perform the tasks required by the Social Services Act and to provide these services to everyone staying within its borders. It defines the "municipality of residence" (oppholdskommune) principle, including the specific rule that the municipality where a person lived *prior* to entering an institution or prison remains responsible for providing social services during the stay and during the discharge/establishment phase.

STEP 2, 3 AND 4 — ASSOCIATED REQUIREMENTS AND CLASSIFICATION

Paragraph: § 3 Requirement: Process cases for individuals with strictly confidential addresses (Code 6/7 / trusselsutsatte personer) with absolute confidentiality and security. Source: Rundskriv 35, pkt 2.3.2.1 Classification: Volume-sensitive Mechanism: D Justification: Maintaining strictly segregated administrative access controls and specialized secure handling procedures assumes an IT and organizational infrastructure that a small generalist office struggles to maintain for highly isolated cases. Mandatory: skal

Paragraph: § 3 Requirement: Follow up and coordinate services for individuals placed in prisons or institutions located outside the municipality, including participating in responsibility groups and preparing for discharge and establishment. Source: Rundskriv 35, pkt 2.3.2.4 - 2.3.2.5; Nasjonal veileder for samarbeidet mellom kriminalomsorgen og Nav kap 6.2 og 7.2 Classification: Volume-sensitive Mechanism: C Justification: Establishing and maintaining active collaboration routines with external state prisons, probation offices, and inter-agency responsibility groups assumes a regularity of such cases that a small municipality will lack. Mandatory: skal

Paragraph: § 3 Requirement: Retain decision-making authority and case preparation for mandatory social services internally within the NAV office, without delegating these tasks to private actors. Source: Tolkningsuttalelse 23.09.2022 (Vår ref. 22/370) Classification: Scale-neutral Reason: Retaining legal decision-making authority in-house is a standard administrative principle that applies equally and without scale-dependent barriers to all municipalities. Mandatory: skal

Paragraph: § 3 Requirement: Claim reimbursement from a person's previous municipality of residence when providing services to someone staying in an institution located within your municipality. Source: Rundskriv 35, pkt 2.3.2.6 Classification: Scale-neutral Reason: Issuing an inter-municipal invoice for services rendered is a standard administrative accounting task that does not depend on a high volume of cases to function. Mandatory: bor-kan

Paragraph: § 3 Requirement: Facilitate and assist with practical and economic arrangements when a person receiving social services wishes to move to another municipality. Source: Rundskriv 35, pkt 2.3.2.3 Classification: Scale-neutral Reason: Providing guidance and transitional financial support for moving is a standard individualized assessment that any office can perform regardless of its size. Mandatory: bor-kan

STEP 1 — STATE THE CORE OBLIGATION The municipality must ensure that all services provided under the Social Services Act are "forsvarlige" (responsible/sound). This is a dynamic legal standard requiring services to hold a qualitative level in line with continuous professional development, societal changes, and current norms for good social work, while being accessible and timely.

STEP 2, 3 AND 4 — ASSOCIATED REQUIREMENTS AND MECHANISM TEST

Paragraph: 4 Requirement: Legge til rette for kvalitetsarbeid i den daglige driften (Facilitate quality work in daily operations) Source: Rundskriv 35, pkt. 2.4.1 Classification: Volume-sensitive Mechanism: D Justification: Establishing and maintaining continuous, systematic quality improvement frameworks assumes dedicated administrative or back-office support that a small generalist office lacks. Mandatory: skal

Paragraph: 4 Requirement: Tjenestens innhold og omfang skal holde et kvalitativt nivå i samsvar med gjeldende normer for godt sosialfaglig arbeid og faglig utvikling (Service content and scope must maintain a qualitative level in line with current norms for good social work and professional development) Source: Rundskriv 35, pkt. 2.4.1 Classification: Volume-sensitive Mechanism: K Justification: Constantly updating and translating evolving national norms, research, and professional developments across all areas of social work requires a degree of specialization and regular exposure to complex cases that generalists cannot sustain at low volumes. Mandatory: skal

Paragraph: 4 Requirement: Tilstrekkelig kunnskap og kompetanse til å gi informasjon, identifisere hjelpebehov og bistå med å søke (Sufficient knowledge and competence to provide information, identify needs, and assist with applications) Source: Rundskriv 35, pkt. 2.4.1 Classification: Scale-neutral Reason: Having basic knowledge of available services and helping users navigate the application process is a fundamental generalist task that does not inherently require a large scale. Mandatory: skal

Paragraph: 4 Requirement: Tilrettelegge for at taushetsbelagte opplysninger utveksles på skjermet sted (Facilitate the exchange of confidential information in a shielded location) Source: Rundskriv 35, pkt. 2.4.1 Classification: Scale-neutral Reason: Providing a physical room with a closed door for confidential conversations is a basic infrastructure element feasible for any office size. Mandatory: skal

Paragraph: 4 Requirement: Finne helhetlige løsninger gjennom samarbeid med andre relevante instanser (Find holistic solutions through cooperation with other relevant agencies) Source: Rundskriv 35, pkt. 2.4.1 Classification: Scale-neutral Reason: Collaborating with other local agencies (like child welfare or health services) on individual cases is a core social work task that does not inherently require large-scale coordination infrastructure. Mandatory: skal

Paragraph: 4 Requirement: Vurdere og ivareta barnas behov særskilt dersom tjenestemottaker har barn (Assess and safeguard children's needs specifically if the service recipient has children) Source: Rundskriv 35, pkt. 2.4.1 Classification: Scale-neutral Reason: Mapping and documenting a child's situation and needs is a standard assessment procedure that a caseworker can perform regardless of caseload volume. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 5 of the Social Services Act requires the municipality to have an internal control system in accordance with the rules laid out in § 25-1 of the Local Government Act (kommuneloven).

STEP 2, 3 & 4 — ASSOCIATED REQUIREMENTS AND MECHANISM TEST

Paragraph: 5 Requirement: Utarbeide en beskrivelse av virksomhetens hovedoppgaver, mål og organisering Source: Rundskriv 35, punkt 2.5.1 Classification: Scale-neutral Reason: Any office, regardless of size, can write down a basic description of its main tasks, goals, and organizational structure. Mandatory: skal

Paragraph: 5 Requirement: Ha nødvendige rutiner og prosedyrer (inkludert internkontrollrutiner som ivaretar barns beste) Source: Rundskriv 35, punkt 2.5.1; Barnets beste - veileder for deg som jobber i NAV, kapittel 5.4.4 Classification: Scale-neutral Reason: Formulating and maintaining necessary daily routines can be accomplished by leadership in any office without requiring specialized back-office support. Mandatory: skal

Paragraph: 5 Requirement: Avdekke og følge opp avvik og risiko for avvik Source: Rundskriv 35, punkt 2.5.1 Classification: Volume-sensitive Mechanism: D Justification: Systematically registering, analyzing, and following up on deviations and risk factors assumes dedicated quality-assurance or administrative capacity that a small generalist office typically lacks. Mandatory: skal

Paragraph: 5 Requirement: Dokumentere internkontrollen i den formen og det omfanget som er nødvendig Source: Rundskriv 35, punkt 2.5.1 Classification: Scale-neutral Reason: The requirement explicitly states that the documentation should be scaled to what is necessary ("i den formen og det omfanget som er nødvendig"), automatically adapting to the size of the office. Mandatory: skal

Paragraph: 5 Requirement: Evaluere og ved behov forbedre skriftlige prosedyrer og andre tiltak for internkontroll Source: Rundskriv 35, punkt 2.5.1 Classification: Volume-sensitive Mechanism: D Justification: Running a continuous improvement cycle to evaluate and update written procedures assumes a formal quality management apparatus and administrative support that is disproportionately heavy for a small office. Mandatory: skal

Paragraph: 5 Requirement: Gjennom internkontroll påse at ansatte har nødvendige kunnskaper for å kunne løse lovpålagte oppgaver Source: Rundskriv 35, punkt 2.6.1 (knyttet til § 6) Classification: Scale-neutral Reason: Ensuring that employees have the necessary knowledge can be managed through regular leadership follow-up and dialogue, regardless of the office size. Mandatory: skal

Paragraph: 5 Requirement: Gjennom internkontroll sikre at Nav-kontoret er organisert på en måte som sikrer forsvarlige tjenester Source: Rundskriv 35, punkt 2.4.1 (knyttet til § 4) Classification: Scale-neutral Reason: Organizing the office to ensure defensible services is a basic leadership responsibility that applies and can be met regardless of scale. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality is responsible for ensuring and providing the necessary training for all municipal personnel working in the labor and welfare administration (the local NAV office) so that services are sound and aligned with the purpose of the law.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. **Broad and specialized thematic competence**: The municipality must ensure employees have knowledge and competence across a wide range of complex areas, including legal interpretation, discretionary judgment, relational and change work, and specific thematic areas such as substance abuse, mental health, ethnicity, and youth work.
    - *Source*: Rundskriv 35, punkt 2.6.1
    - *Language*: Mandatory (skal/krever)
    - *Demands*: Competence sustainability across diverse fields.
2. **Systematic drills and scenario training**: Units must have a plan ensuring all employees receive systematic training, practice, and physical drills (øvelser) in preventing and handling violence and threats.
    - *Source*: Standard for trygge brukermøter i NAV, krav 4.1
    - *Language*: Mandatory (skal)
    - *Demands*: Methodology, procedures, and dedicated capacity.
3. **Internal control and management systems for training**: The municipality and NAV leader must use management systems and internal control to facilitate and ensure that employees have the necessary knowledge.
    - *Source*: Rundskriv 35, punkt 2.6.1
    - *Language*: Mandatory (skal)
    - *Demands*: Documentation and administrative procedures.
4. **Specialized training for safety roles**: Safety representatives (verneombud) and members of the working environment committee (AMU) must receive separate, specialized training on violence and threats.
    - *Source*: Standard for trygge brukermøter i NAV, krav 4.3
    - *Language*: Mandatory (skal)
    - *Demands*: Specialized competence and dedicated roles.

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS

1. *Broad and specialized thematic competence*: Triggers **K (Competence Sustainability)**. A small generalist staff cannot realistically maintain up-to-date, operational skills across all these specialized thematic areas without regular practice or enough cases to justify specialization.
2. *Systematic drills and scenario training*: Triggers **T (Threshold-Dependent Quality)**. Running realistic physical drills and scenario training for violence and threats degrades significantly in quality and realism when an office only has a handful of employees to participate.
3. *Internal control and management systems for training*: Triggers **D (Documentation Apparatus)**. Building, tracking, and maintaining formal competence mapping and

training plans within an internal control system assumes an administrative or HR back-office that small municipalities lack.

4. *Specialized training for safety roles*: Triggers **S (Specialization)**. Providing specialized, separate training regimens for safety representatives and AMU members assumes an organizational scale large enough to support and justify these distinct internal roles.

STEP 4 — OUTPUT FORMAT

Paragraph: § 6 Requirement: Maintain up-to-date knowledge and competence across a wide range of complex thematic areas including substance abuse, mental health, ethnicity, and youth work. Source: Rundskriv 35, punkt 2.6.1 Classification: Volume-sensitive Mechanism: K Justification: Maintaining operational competence across such a diverse and specialized range of social problems is unsustainable for a small generalist staff who will rarely encounter some of these specific issues. Mandatory: skal

Paragraph: § 6 Requirement: Have a plan ensuring all employees receive systematic training, practice, and realistic drills (øvelser) in preventing and handling violence and threats. Source: Standard for trygge brukermøter i NAV, krav 4.1 Classification: Volume-sensitive Mechanism: T Justification: Conducting realistic internal drills and scenario training degrades significantly in quality and realism when an office only has a handful of employees available to participate. Mandatory: skal

Paragraph: § 6 Requirement: Use management systems and internal control to facilitate, track, and ensure that employees possess the necessary knowledge. Source: Rundskriv 35, punkt 2.6.1 Classification: Volume-sensitive Mechanism: D Justification: Building, mapping, and evaluating formal training plans within an internal control system assumes administrative or HR support functions typically absent in very small municipalities. Mandatory: skal

Paragraph: § 6 Requirement: Provide separate, specialized training on violence and threats to safety representatives (verneombud) and AMU members. Source: Standard for trygge brukermøter i NAV, krav 4.3 Classification: Volume-sensitive Mechanism: S Justification: Having dedicated safety representatives and AMU members who require distinct, specialized training regimens assumes an organizational size that structurally supports separate administrative roles. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality is obligated to ensure the necessary financial appropriations to cover the costs of the social services they are responsible for providing under the Social Services Act. Furthermore, the municipality cannot reject applications for mandatory services due to budgetary constraints or economic reasons.

STEP 2 & 3 — LIST ALL ASSOCIATED REQUIREMENTS AND TEST AGAINST MECHANISMS

1. **Ensure necessary appropriations**: The municipality must provide funding to cover the expenses of the services NAV is required to provide. (Mandatory) - *Scale-neutral.*
2. **No rejection on economic grounds**: Applications for services that a user is entitled to cannot be rejected due to a lack of municipal funds. (Mandatory) - *Scale-neutral.*
3. **Apply for supplementary funds**: The NAV office must apply for supplementary appropriations in good time if the budget is anticipated to be insufficient to cover mandatory benefits. (Mandatory) - *Scale-neutral.*

STEP 4 — OUTPUT FORMAT

Paragraph: 7 Requirement: Ensure necessary financial appropriations Source: Sosialtjenesteloven § 7, Rundskriv 35 pkt 2.7.1 Classification: Scale-neutral Reason: Allocating funds in a municipal budget is a standard administrative and political process that scales proportionally to the size of the municipality. Mandatory: skal

Paragraph: 7 Requirement: Do not reject applications for mandatory services due to economic reasons Source: Rundskriv 35 pkt 2.7.1 Classification: Scale-neutral Reason: The principle of not rejecting rights-based claims due to budget constraints is a legal boundary applied during individual case processing, requiring no specific organizational scale to uphold. Mandatory: skal ikke

Paragraph: 7 Requirement: Apply for supplementary appropriations in good time if the budget is deemed insufficient Source: Rundskriv 35 pkt 2.7.1 Classification: Scale-neutral Reason: Monitoring an office budget and submitting requests for additional funds to the municipal administration is a basic management task that does not rely on a large organizational structure or caseload. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 8 primarily regulates the State's (the Ministry's) responsibility for overseeing, evaluating, and guiding the implementation of the Social Services Act. The core obligation it imposes on the municipality is to provide the Ministry (or its delegated authorities) with necessary information, case details, and routine statistical reports upon request, without being hindered by confidentiality rules, so that the State can fulfill its supervisory and developmental roles.

STEP 2, 3 AND 4 — REQUIREMENTS AND MECHANISM TEST

Paragraph: 8 Requirement: Provide information in concrete cases or routine reports (including statistical data) to state authorities upon request. Source: Rundskriv 35, section 2.8.1 Classification: Scale-neutral Reason: Extracting case information or providing routine statistical data to state authorities is a standard administrative reporting task that a generalist office can fulfill regardless of its size. Mandatory: skal

Paragraph: 8 Requirement: Enter monthly figures on municipal indicators (e.g., number of recipients, total payouts) into the NAV office's scorecard database (målekortdatabase). Source: Kommunebrev 2025, section "Sosialhjelp og Nav-kontorenes målekort" Classification: Scale-neutral Reason: Entering high-level monthly metrics into an existing national database is a straightforward administrative routine that does not assume dedicated back-office capacity or a large caseload. Mandatory: bor-kan

STEP 1 — STATE THE CORE OBLIGATION Formålet med § 9 er å etablere Statsforvalterens myndighet til å føre tilsyn med kommunens virksomhet etter sosialtjenesteloven. For kommunen innebærer dette en plikt til å underlegge seg statlig tilsyn (både planlagt og uanmeldt) av sine individuelle tjenester, sin internkontroll, sitt samarbeid/samordning og sin beredskapsplanlegging. Kommunen plikter videre å rette opp i ulovlige forhold og lovbrudd som avdekkes under tilsynet, og forventes å bruke tilsynsfunnene aktivt i sitt eget kvalitets- og læringsarbeid.

STEP 2, 3 OG 4 — REQUIREMENTS AND MECHANISM TEST

Paragraph: 9 Requirement: Underlegge seg tilsyn og rette opp i avdekkede lovbrudd/ulovlige forhold innen en rimelig frist for å unngå statlige pålegg. Source: Rundskriv 35, punkt 2.9.1 Classification: Scale-neutral Reason: Plikten til å rette egne saksbehandlingsfeil og lovbrudd påpekt av en tilsynsmyndighet er et grunnleggende rettssikkerhetskrav som skalerer med kontorets størrelse, og er ikke avhengig av stordriftsfordeler. Mandatory: skal

Paragraph: 9 Requirement: Bruke tilsyn og tilsynsrapporter som et grunnlag for læring og kvalitetsutvikling, som et bidrag inn i kommunens internkontrollarbeid. Source: Rundskriv 35, punkt 2.9.1 Classification: Scale-neutral Reason: Å ta til seg ekstern tilbakemelding for å forbedre egen praksis og egne rutiner er en allmenn administrativ forventning som alle kontorer kan og må gjøre, uavhengig av om de har egne kvalitetsavdelinger. Mandatory: bor-kan

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 10 of the Social Services Act does not impose any direct operational or administrative obligations on the municipality. It solely establishes the mandate of the Norwegian Board of Health Supervision (Statens helsetilsyn) as the overarching professional supervisory authority for the municipal services in the labor and welfare administration. The only municipality-facing aspect of this paragraph is the municipality's right to appeal a supervisory order to this body.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS *Requirement: Appeal of supervisory correction orders (pålegg)*

- Source: Rundskriv 35, Section 2.10.1
- Language: Advisory/Optional (kan / velger å påklage)
- What it demands in practice: Procedures and general administrative or legal competence to formulate and file an appeal if the municipality chooses to contest a supervisory correction order issued by the County Governor (Statsforvalteren).

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS *Appeal of supervisory correction orders:* This is a rare, ad-hoc administrative action. It relies on general municipal administrative or legal competence rather than a highly specialized, volume-dependent role (S). It does not require procedural continuity (P), complex internal coordination infrastructure (C), or dedicated back-office documentation apparatuses (D) that a small municipality would lack. Thus, it triggers none of the volume-sensitive mechanisms.

STEP 4 — OUTPUT FORMAT

Paragraph: 10 Requirement: Appeal a supervisory correction order (pålegg) to Statens helsetilsyn Source: Rundskriv 35, Section 2.10.1 Classification: Scale-neutral Reason: Formulating and filing an administrative appeal is a standard legal procedure that can be executed by any municipal administration regardless of its size or continuous caseload. Mandatory: bor-kan

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 11 (Tilskudd fra staten) does not impose any obligations on the municipality. It establishes a statutory obligation for the State to provide an annual block grant (rammetilskudd) to partially cover the municipality's expenses for social services, distributed through the general income system for municipalities.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS A review of the sources, including Rundskriv 35 (section 2.11.1), reveals no associated operational, administrative, or normative requirements directed at the municipality under this specific paragraph.

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS Not applicable, as there are no requirements directed at the municipality under § 11.

STEP 4 — OUTPUT FORMAT *(No requirements to report for this paragraph)*

STEP 1 — STATE THE CORE OBLIGATION Under § 12, the municipality is obligated to actively monitor and understand the living conditions of its inhabitants, identify trends that may lead to social problems, initiate preventive measures to counteract these problems, foster social inclusion in the local community, and disseminate information about social conditions and available services.

STEP 2, 3 AND 4 — ASSOCIATED REQUIREMENTS AND ANALYSIS

Paragraph: § 12 Requirement: Systematize and analyze knowledge about inhabitants' living conditions to identify societal trends and social problems. Source: Rundskriv 35, Section 3.12.2.1 Classification: Volume-sensitive Mechanism: S Justification: Systematic analysis of demographic and social data at a societal level assumes access to dedicated analytical or social planning competence that a small office cannot sustainably employ. Mandatory: skal

Paragraph: § 12 Requirement: Conduct outreach work (oppsøkende virksomhet) to gather knowledge for preventive work and to reach vulnerable groups who do not actively seek help. Source: Rundskriv 35, Section 3.12.2.1 and Veileder om økonomisk stønad etter sosialtjenesteloven (2022), Section 1.3 Classification: Volume-sensitive Mechanism: S Justification: Effective outreach work requires specialized field workers and dedicated time away from regular case processing, a role specialization that is unfeasible in a small office with very few staff members. Mandatory: bor-kan

Paragraph: § 12 Requirement: Initiate, establish, and coordinate preventive measures such as universal meeting places, equipment banks, or targeted initiatives for vulnerable groups. Source: Rundskriv 35, Sections 3.12.2.1 and 3.12.2.2 Classification: Volume-sensitive Mechanism: C Justification: Developing and maintaining structural preventive measures assumes an ongoing coordination infrastructure involving NGOs, volunteer organizations, and various municipal sectors that is difficult to sustain without dedicated capacity. Mandatory: skal

Paragraph: § 12 Requirement: Disseminate information about social conditions and available services to the general public, NGOs, and other municipal bodies. Source: Rundskriv 35, Section 3.12.2.3 Classification: Scale-neutral Reason: Providing basic information through local channels, websites, and to local partners can be scaled down and integrated into the general duties of any office regardless of size. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 13 requires the municipality (via the NAV office) to actively cooperate and coordinate with other public agencies and service providers to ensure holistic and coordinated services for individuals, address and escalate deficiencies in other agencies' service delivery, and safeguard social considerations by participating in broader municipal and regional planning.

STEP 2, 3, AND 4 — REQUIREMENTS ANALYSIS

Paragraph: 13 Requirement: Etablere faste tverrsektorielle møter og samarbeidsfora på systemnivå Source: Rundskriv til sosialtjenesteloven punkt 3.13.2.5; Retningslinjer for samarbeid mellom barnevernstjenesten og Nav-kontoret (Samarbeid på systemnivå) Classification: Volume-sensitive Mechanism: C Justification: Establishing and maintaining permanent inter-sectoral meeting forums across various municipal sectors assumes an administrative infrastructure and participant volume that a small office is likely to lack. Mandatory: bor-kan

Paragraph: 13 Requirement: Medvirke i kommunal og fylkeskommunal planleggingsvirksomhet Source: Lov om sosiale tjenester i arbeids- og velferdsforvaltningen § 13 fjerde ledd; Rundskriv til sosialtjenesteloven punkt 3.13.2.6 Classification: Volume-sensitive Mechanism: S Justification: Actively participating in hearing processes and municipal working groups for housing, youth, and low-income plans assumes strategic and policy capacity distinct from day-to-day generalist casework. Mandatory: skal

Paragraph: 13 Requirement: Utarbeide formelle samarbeidsavtaler og rutiner med andre velferdstjenester Source: Retningslinjer for samarbeid mellom barnevernstjenesten og Nav-kontoret (Samarbeid på systemnivå) Classification: Volume-sensitive Mechanism: D Justification: Drafting, negotiating, and regularly updating formal written agreements with various external sectors (like child welfare) imposes an administrative overhead that small offices lack dedicated back-office staff to manage. Mandatory: bor-kan

Paragraph: 13 Requirement: Avklare og beslutte ansvar for samordning av individuelt tjenestetilbud Source: Lov om sosiale tjenester i arbeids- og velferdsforvaltningen § 13 tredje ledd; Rundskriv til sosialtjenesteloven punkt 3.13.2.4 Classification: Scale-neutral Reason: Deciding which agency coordinates a specific user's services is a basic case-management decision that can be executed regardless of the office's size. Mandatory: skal

Paragraph: 13 Requirement: Påpeke mangler ved andre instansers tjenester og bringe saken til overordnet myndighet Source: Lov om sosiale tjenester i arbeids- og velferdsforvaltningen § 13 andre ledd; Rundskriv til sosialtjenesteloven punkt 3.13.2.3 Classification: Scale-neutral Reason: Any caseworker or office manager can identify that another service is failing a user and escalate the issue to clarify responsibility, irrespective of scale. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality ought to (bør) cooperate with user organizations and voluntary organizations (including ideal organizations and social entrepreneurs) that work with the same tasks as the municipality within the labor and welfare administration.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. **Establish cooperation with NGOs and user organizations:** Collaborate on service development, preventive measures, information sharing, and supplementary offerings (e.g., activities, youth meeting places, self-help groups).

    - **Source:** Rundskriv 35, punkt 3.14.1; Veileder for økonomisk stønad, kapittel 1.4.
    - **Language:** Advisory (bør / kan).
    - **What it demands in practice:** Coordination, establishing collaborative forums or agreements, managing potential financial assistance, and sharing information with NGOs so they can direct people in need to the NAV office.
2. **Maintain the boundary between statutory duties and voluntary supplements:** Ensure that services provided by voluntary organizations only act as a supplement and do not take over or replace the municipality's statutory responsibilities (e.g., the NAV office cannot refer a user to a charity food bank instead of providing economic social assistance, or to a night shelter instead of providing temporary housing).

    - **Source:** Rundskriv 35, punkt 3.14.1; Veileder for økonomisk stønad, kapittel 1.4.
    - **Language:** Mandatory (skal / skal ikke).
    - **What it demands in practice:** Procedures, methodology, and correct application of the law when assessing statutory social assistance to ensure it does not improperly rely on third-party charity.

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS

- *Requirement 1 (Establish cooperation):* Scale-neutral. The guidelines explicitly state that "the NAV office decides what to cooperate on and how" ("Nav-kontoret bestemmer hva det skal samarbeides om og hvordan"). Because the scope, structure, and intensity of the cooperation are entirely up to the office's own discretion and resources, it does not mandate a dedicated coordination infrastructure (Mechanism C) or back-office apparatus (Mechanism D) that a small office would lack. It can be scaled down to informal, ad-hoc contact.
- *Requirement 2 (Maintain boundary):* Scale-neutral. Upholding the legal boundary between statutory obligations and voluntary supplements is a fundamental case-processing rule that does not rely on caseload volume, specialization, or scale. Any generalist office can adhere to this rule.

STEP 4 — OUTPUT FORMAT

Paragraph: 14 Requirement: Samarbeide med bruker- og frivillige organisasjoner om forebyggende tiltak, tjenesteutvikling og supplerende tilbud. Source: Rundskriv 35, punkt 3.14.1; Veileder for økonomisk stønad, kapittel 1.4 Classification: Scale-neutral Reason:

Loven og rundskrivet gir Nav-kontoret full frihet til selv å bestemme samarbeidets form og omfang, noe som betyr at kravet enkelt kan tilpasses kapasiteten i en liten kommune. Mandatory: bor-kan

Paragraph: 14 Requirement: Sikre at frivillige organisasjoners tilbud (f.eks. matutdeling eller nattilbud) kun fungerer som et supplement og ikke brukes som en erstatning for Nav-kontorets lovpålagte plikter. Source: Rundskriv 35, punkt 3.14.1; Veileder for økonomisk stønad, kapittel 1.4 Classification: Scale-neutral Reason: Å overholde den juridiske grensegangen for eget ansvarsområde krever kun alminnelig lovforståelse og er ikke betinget av et særskilt saksvolum eller en spesialisert administrativ struktur. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality must assist disadvantaged individuals in the housing market, and the NAV office is obligated to actively participate and contribute (medvirke) to the municipality's overall social housing work, both systemically and through individual assistance.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. **Contribute to municipal planning**: NAV must contribute its knowledge to municipal planning on how housing problems can be solved for disadvantaged groups. (Source: Rundskriv 35, pkt. 3.15.2 - Mandatory: skal)
2. **Report housing needs**: NAV must make other municipal organs aware of the need for ordinary and adapted housing solutions. (Source: Rundskriv 35, pkt. 3.15.2 - Mandatory: skal)
3. **Collaborate with Husbanken**: NAV must collaborate with other agencies, such as Husbanken, on measures to ease the situation for disadvantaged individuals in the housing market. (Source: Rundskriv 35, pkt. 3.15.2 - Mandatory: skal)
4. **Offer housing advice**: NAV must offer advice and guidance to secure a satisfactory housing situation, including information on loans and support schemes. (Source: Rundskriv 35, pkt. 3.15.2 - Mandatory: skal)
5. **Assist with in-home services**: NAV must assist recipients who need services in their home by establishing contact with municipal health and care services. (Source: Rundskriv 35, pkt. 3.15.2 - Mandatory: skal)
6. **Practical housing assistance**: NAV must assist the recipient in obtaining housing when necessary, such as finding rentals or attending viewings. (Source: Rundskriv 35, pkt. 3.15.2 - Mandatory: skal)
7. **Interdisciplinary housing follow-up**: NAV must establish contact and coordinate with relevant partners (housing office, substance abuse services, child welfare) to ensure a permanent and stable housing situation. (Source: Veiviser for midlertidig botilbud, Tverrfaglig oppfølging i bolig - Advisory: bor-kan)

STEP 3 & 4 — TEST EACH REQUIREMENT AND OUTPUT FORMAT

Paragraph: 15 Requirement: Contribute knowledge to municipal planning on solving housing problems Source: Rundskriv 35, pkt. 3.15.2 Classification: Volume-sensitive Mechanism: S Justification: Aggregating operational case data into strategic inputs for municipal housing plans requires dedicated analytical or specialist capacity that a small generalist office typically lacks. Mandatory: skal

Paragraph: 15 Requirement: Make other municipal organs aware of the need for ordinary and adapted housing Source: Rundskriv 35, pkt. 3.15.2 Classification: Volume-sensitive Mechanism: C Justification: Assumes a differentiated municipal infrastructure with separate property or housing departments to receive and act on systemic housing needs, which small municipalities often merge. Mandatory: skal

Paragraph: 15 Requirement: Collaborate with Husbanken and other agencies on housing measures Source: Rundskriv 35, pkt. 3.15.2 Classification: Volume-sensitive Mechanism: K Justification: Navigating Husbanken's structural financing and policy instruments requires specialized competence that decays without regular practice in systemic housing cases. Mandatory: skal

Paragraph: 15 Requirement: Offer advice and guidance to secure a satisfactory housing situation Source: Rundskriv 35, pkt. 3.15.2 Classification: Scale-neutral Reason: Providing basic advice on housing, household economy, or the local rental market is a core generalist task that can be performed regardless of office size. Mandatory: skal

Paragraph: 15 Requirement: Assist recipients in establishing contact with municipal health and care services Source: Rundskriv 35, pkt. 3.15.2 Classification: Scale-neutral Reason: Referring a user to or contacting existing municipal health and care services is a standard individual coordination task manageable at any scale. Mandatory: skal

Paragraph: 15 Requirement: Assist the recipient in practically obtaining housing (e.g., finding rentals, attending viewings) Source: Rundskriv 35, pkt. 3.15.2 Classification: Scale-neutral Reason: Helping an individual user find and view a rental property is a practical, direct-service task that does not depend on case volume to execute. Mandatory: skal

Paragraph: 15 Requirement: Establish contact with relevant collaborative partners for interdisciplinary housing follow-up Source: Veiviser for midlertidig botilbud, Tverrfaglig oppfølging i bolig Classification: Volume-sensitive Mechanism: C Justification: Assumes the existence of a differentiated local support apparatus with distinct specialized units (like a dedicated housing office) that do not exist separately in small municipalities. Mandatory: bor-kan

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 16 requires the municipality to prepare an emergency preparedness plan for the social services within the NAV office, coordinate this with other municipal emergency plans, provide necessary help during accidents or acute situations, and engage in mutual assistance (including financial compensation) with other municipalities when needed.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. **Develop an emergency preparedness plan:** The municipality must prepare an emergency plan for the social services within the NAV office in accordance with the Health and Social Preparedness Act. (Source: Rundskriv 35, pkt. 3.16.1). Mandatory (plikter/skal). Demands: documentation and procedures.
2. **Coordinate emergency plans:** The social emergency preparedness plan must be coordinated with the municipality's other emergency plans. (Source: Sosialtjenesteloven § 16). Mandatory (skal). Demands: coordination.
3. **Provide necessary help:** The municipality must provide necessary help during accidents or other acute situations. (Source: Sosialtjenesteloven § 16). Mandatory (skal). Demands: procedures and capacity.
4. **Provide mutual assistance:** The municipality must provide assistance to other municipalities during accidents and acute situations, if conditions permit. (Source: Sosialtjenesteloven § 16). Mandatory (skal). Demands: coordination and capacity.
5. **Financial compensation for assistance:** The municipality receiving assistance must compensate the assisting municipality for its expenses, unless otherwise agreed. (Source: Sosialtjenesteloven § 16). Mandatory (skal). Demands: administrative procedures.

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS

1. *Develop an emergency preparedness plan*: Developing and maintaining a specialized, legally compliant emergency preparedness plan specifically for the social services sector is an administrative and regulatory burden. Small offices lack dedicated planners or back-office staff to continuously update these specialized documents alongside daily operations. Triggers mechanism D (Documentation apparatus).
2. *Coordinate emergency plans*: Cross-sector coordination is a standard municipal task that is often easier in smaller municipalities where silos are smaller or non-existent. Scale-neutral.
3. *Provide necessary help*: This is an event-driven crisis response obligation, not a volume-driven structural requirement. Scale-neutral.
4. *Provide mutual assistance*: This is an event-driven obligation based on external crises. Scale-neutral.
5. *Financial compensation for assistance*: Processing an invoice for services rendered does not depend on organizational scale. Scale-neutral.

STEP 4 — OUTPUT FORMAT

Paragraph: 16 Requirement: Develop an emergency preparedness plan for social services compliant with the Health and Social Preparedness Act Source: Rundskriv 35, pkt. 3.16.1 Classification: Volume-sensitive Mechanism: D Justification: Developing and maintaining a

compliant, specialized emergency preparedness plan for the social services sector imposes an administrative documentation burden that assumes dedicated planning or back-office staff not typically present in a small generalist office. Mandatory: skal

Paragraph: 16 Requirement: Coordinate the social emergency preparedness plan with other municipal emergency plans Source: Sosialtjenesteloven § 16 Classification: Scale-neutral Reason: Coordinating plans across sectors is a standard administrative task that does not inherently require a large volume of cases or specialized scale to perform, and may even be simpler in smaller municipalities with fewer organizational silos. Mandatory: skal

Paragraph: 16 Requirement: Provide necessary help during accidents or acute situations Source: Sosialtjenesteloven § 16 Classification: Scale-neutral Reason: Responding to acute situations is an event-driven crisis response expectation that applies to any office regardless of its baseline structural scale. Mandatory: skal

Paragraph: 16 Requirement: Provide assistance to other municipalities during accidents and acute situations Source: Sosialtjenesteloven § 16 Classification: Scale-neutral Reason: Mutual assistance is a fundamental principle of emergency response that is triggered by external events, not by the routine operational volume of the municipality. Mandatory: skal

Paragraph: 16 Requirement: Compensate assisting municipalities for expenses incurred during mutual assistance Source: Sosialtjenesteloven § 16 Classification: Scale-neutral Reason: Reimbursing another municipality for expenses is a standard financial transaction that does not depend on the organizational scale or operational volume of the office. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality must provide information, advice, and guidance that can help solve or prevent social problems. If the municipality cannot provide such help itself, it must, as far as possible, ensure that others provide it.

STEP 2, 3, AND 4 — ANALYSIS OF REQUIREMENTS

Paragraph: 17 Requirement: Provide specialized economic advice, including heavy debt counseling, out-of-court debt settlements, and negotiations with creditors. Source: Rundskriv 35, pkt. 4.17.2.7; Veileder for økonomisk rådgivning, kap. 1.4 and 1.6 Classification: Volume-sensitive Mechanism: S Justification: Advanced debt counseling is explicitly defined as a specialist task requiring deep legal and financial expertise, which a municipality under 10,000 inhabitants lacks the caseload to justify as a dedicated full-time role. Mandatory: skal

Paragraph: 17 Requirement: Fulfill the guidance duty through outreach work (oppsøkende virksomhet) directed at marginalized groups who evade or do not actively seek help, such as vulnerable youth. Source: Rundskriv 35, pkt. 4.17.2.2; Retningslinjer for samarbeid mellom barnevernstjenesten og Nav-kontoret ("Navs oppfølging av ungdom") Classification: Volume-sensitive Mechanism: S Justification: Methodological outreach work requires dedicated field roles (e.g., street-level workers) that a small generalist office cannot sustain alongside mandatory desk-bound case processing. Mandatory: skal

Paragraph: 17 Requirement: Distinguish between general guidance under the Public Administration Act § 11 and social services under § 17, and issue a formal individual decision (enkeltvedtak) for the latter. Source: Rundskriv 35, pkt. 4.17.2.4; Veileder til § 17, kap. 1.3 and 2.3 Classification: Scale-neutral Reason: Differentiating between legal bases and writing a formal administrative decision is a standard procedural task applicable to an office of any size. Mandatory: skal

Paragraph: 17 Requirement: Ensure that purchased or rented services (e.g., external debt counseling from private firms or lawyers) remain steered by the Nav office and do not replace the duty to provide holistic advice and guidance. Source: Rundskriv 35, pkt. 4.17.2.8; Veileder til § 17, kap. 1.2.2 Classification: Scale-neutral Reason: Contract management and maintaining overarching responsibility for a holistic user process can be managed by a generalist office regardless of scale. Mandatory: skal

Paragraph: 17 Requirement: Make the advice and guidance service generally accessible by informing the public through websites, reception areas, or other public channels. Source: Rundskriv 35, pkt. 4.17.2.3 Classification: Scale-neutral Reason: Updating websites and putting up informational posters in the reception area does not require specific volume or specialized capacity to execute. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION

The municipality must provide financial assistance to individuals who cannot secure their own subsistence through work, their own funds, or other financial rights, ensuring they maintain a defensible standard of living. The overriding aim of the assistance is to make the individual self-sufficient.

STEP 2, 3 & 4 — LIST REQUIREMENTS, TEST MECHANISMS, AND OUTPUT FORMAT

Paragraph: 18 Requirement: Provide economic advice and assistance to negotiate with creditors for applicants with debt problems. Source: Rundskriv 35 pkt 4.18.2.49 Classification: Volume-sensitive Mechanism: K Justification: Negotiating debt settlements and understanding credit regulations requires specialized financial and legal competence that degrades without regular, frequent practice, which a small office's caseload cannot sustain. Mandatory: bor-kan

Paragraph: 18 Requirement: Independently assess and verify the legal residence status and exact basis of stay for EØS citizens to determine their eligibility for financial assistance. Source: Veileder for Nav-kontoret ved vurdering av lovlig opphold for EØS-borgere Classification: Volume-sensitive Mechanism: K Justification: Navigating complex immigration laws, EØS directives, and shifting residence grounds requires highly specialized legal knowledge that is impossible to maintain operationally without a steady flow of such cases. Mandatory: skal

Paragraph: 18 Requirement: Ensure that child benefit (barnetrygd) and children's income from leisure work are excluded from the family's income calculation. Source: Sosialtjenesteloven § 18 Classification: Scale-neutral Reason: Deducting a specific income type from a financial calculation is a basic mathematical and administrative rule that requires no specialized scale to execute. Mandatory: skal

Paragraph: 18 Requirement: Assess whether to cover outstanding debt, rent, or electricity arrears if the applicant is at risk of losing their housing or having electricity disconnected. Source: Rundskriv 35 pkt 4.18.2.43 and 4.18.2.49 Classification: Scale-neutral Reason: Assessing the immediate consequences of eviction or power loss and paying arrears to prevent it is a fundamental part of emergency social work that generalists can handle regardless of office size. Mandatory: skal

Paragraph: 18 Requirement: Calculate the subsistence level based on the individual's actual, concrete needs rather than strictly applying indicative state or municipal standard rates, especially during high inflation. Source: Veileder om økonomisk stønad etter sosialtjenesteloven; Tolkningsuttalelse 15.06.2022 Classification: Scale-neutral Reason: Exercising professional discretion to adjust financial payouts based on documented individual expenses is a core casework procedure independent of case volume. Mandatory: skal

Paragraph: 18 Requirement: Assess whether the purchase of a car constitutes a necessary living expense for subsistence due to specific health conditions, children's situations, or a total lack of public transport. Source: Tolkningsuttalelse 14.04.2023 Classification: Scale-neutral Reason: Evaluating the necessity of a specific asset based on individual health

or geographic circumstances is a standard discretionary assessment that does not rely on specialized infrastructure or scale. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 19 (Stønad i særlige tilfeller) requires the municipality to act as a definitive safety net by considering and potentially granting financial assistance in special cases where an individual does not meet the strict criteria for basic subsistence allowance (§ 18), but needs targeted help to overcome or adapt to a particularly difficult life situation and prevent long-term dependency on social services.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS *Note: § 19 is fundamentally a provision granting discretionary authority to assess individual needs outside the standard framework of § 18. Because the prompt instructs not to flag generic administrative tasks like "make a written decision," only the substantive methodological expectations for these assessments are listed below.*

1. Duty to assess alternative assistance under § 19 when subsistence allowance (§ 18) is denied.
- Source: Veileder om økonomisk stønad etter sosialtjenesteloven, Del 3.4; Rundskriv 35, pkt. 4.19.1
- Language: Mandatory (skal)
- What it demands in practice: Methodology (applying social work methodology and discretionary legal assessment to evaluate the user's holistic situation, long-term risks, and alternative financial solutions).
2. Duty to evaluate the suspension of the subsidiarity principle in cases of short-term need.
- Source: Rundskriv 35, pkt. 4.19.1.3
- Language: Mandatory (skal)
- What it demands in practice: Methodology (assessing whether forcing the exhaustion of other income alternatives or personal funds would cause severe negative long-term consequences).

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS

- **Requirement 1:** No mechanisms triggered. Generalist caseworkers handle this as part of standard discretionary legal application.
- **Requirement 2:** No mechanisms triggered. Relies on standard social work methodology applicable to individual cases regardless of office volume or size.

STEP 4 — OUTPUT FORMAT

Paragraph: § 19 Requirement: Plikt til å vurdere stønad i særlige tilfeller når vilkårene for § 18 ikke er oppfylt Source: Veileder om økonomisk stønad etter sosialtjenesteloven, Del 3.4 Classification: Scale-neutral Reason: Assessing individual needs and exercising legal discretion to grant alternative proactive financial aid requires basic social work competence, not specialized scale-dependent infrastructure. Mandatory: skal

Paragraph: § 19 Requirement: Vurdering av unntak fra det subsidiære prinsippet for å unngå negative langtidskonsekvenser Source: Rundskriv 35, pkt 4.19.1.3 Classification: Scale-neutral Reason: Evaluating whether enforcing the exhaustion of all personal funds would cause disproportionate harm is a standard discretionary assessment that any generalist caseworker can perform. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION This paragraph grants the municipality the authority to set conditions (vilkår) for the allocation of financial assistance, including the option to require the recipient to perform suitable work tasks in the municipality. If conditions are applied, they must be closely connected to the objective of the assistance, must not be disproportionately burdensome or illegal, and the municipality must establish a system to monitor compliance and appropriately handle any breaches without reducing the assistance below a defensible level.

STEP 2, 3, AND 4 — ASSOCIATED REQUIREMENTS

Paragraph: § 20 Requirement: System for monitoring and following up on conditions Source: Rundskriv 35, pkt 4.20.1 Classification: Volume-sensitive Mechanism: P Justification: Maintaining a reliable administrative system to systematically track compliance with various individual conditions and process subsequent sanctions assumes a continuous procedural loop that is difficult to sustain and operate smoothly if conditions are only sporadically applied. Mandatory: skal

Paragraph: § 20 Requirement: Facilitating suitable municipal work tasks Source: Sosialtjenesteloven § 20, Rundskriv 35 pkt 4.20.2.7 Classification: Volume-sensitive Mechanism: C Justification: Sourcing, organizing, and maintaining a portfolio of tailored municipal work tasks for welfare recipients requires an ongoing coordination infrastructure with local employers or municipal departments that only makes sense to maintain if there is a steady volume of participants. Mandatory: bor-kan

Paragraph: § 20 Requirement: Proportionality and connection assessment before setting conditions Source: Rundskriv 35, pkt 4.20.2.1, 4.20.2.4-6 Classification: Scale-neutral Reason: Evaluating whether a condition is closely related to the decision, not unreasonably burdensome, and legally permissible is a standard legal and discretionary assessment that a generalist caseworker can perform regardless of office size. Mandatory: skal

Paragraph: § 20 Requirement: Assessment of defensible minimum level upon sanctioning a breach Source: Rundskriv 35, pkt 4.20.2.8 Classification: Scale-neutral Reason: Determining whether reducing a benefit due to a breach leaves the recipient with a defensible minimum for survival is a core individual assessment suitable for any generalist caseworker. Mandatory: skal

Paragraph: § 20 Requirement: Distinguishing between documentation demands and conditions Source: 4.-okonomisk-stonad-med-vilkar-i-digisos 15.02.2023.pdf Classification: Scale-neutral Reason: Correctly understanding the legal distinction between requiring documentation to process a claim and setting conditions for an approved grant is a basic legal competence, not an operational scale issue. Mandatory: skal

Paragraph: § 20 Requirement: Prohibition against conditioning financial assistance on moving to fulfill activity duties Source: 5.-vilkar-om-flytting 21.01.2022.pdf Classification: Scale-neutral Reason: Refraining from setting illegal or disproportionately burdensome conditions (such as forced relocation just to make participation in activities easier) is a matter of correct legal interpretation, not scale. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality must set conditions requiring participation in activity when granting financial assistance to persons under 30 years of age. If a lack of Norwegian or Sami language skills is the reason the person is not self-sufficient, the municipality must consider or explicitly require language training as a condition. Conditions for activity shall not be set if weighty reasons speak against it.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. **Maintain a diverse portfolio of activity measures:** The municipality must be able to offer low-threshold activities, tailored competence-raising measures, and work-oriented activities, and cannot use the lack of suitable activity offers as a reason to exempt a youth from the activity condition. (Source: Rundskriv 35 pkt. 4.20a.1 and 4.20a.2.1; Kommunebrev 2025. Mandatory: skal).
2. **Assess language skills using established frameworks:** The municipality should assess the youth's language skills using existing frameworks for language assessment to determine the need for language training. (Source: Rundskriv 35 pkt. 4.20a.2.1. Advisory: bør).
3. **Check the National Introduction Register (NIR):** The municipality can/must retrieve information from the National Introduction Register (NIR) to verify if the youth has had the right and obligation to participate in the introduction programme. (Source: Sosialtjenesteloven § 20 a; Forskrift om bruk av vilkår etter sosialtjenesteloven § 1; Rundskriv 35 pkt. 4.20a.2.1. Mandatory: skal/kan).
4. **Establish a system for monitoring compliance:** The municipality must have a system in place to capture whether the set conditions are fulfilled or not, and handle the consequences of non-compliance. (Source: Rundskriv 35 pkt. 4.20a.1. Mandatory: må).
5. **Coordinate with other schemes (KVP/Youth Guarantee):** The right to the Qualification Programme (KVP) and the youth guarantee (Ungdomsgarantien) must be assessed before applying the activity condition. (Source: Kommunebrev 2025; Rundskriv 35 pkt. 4.20a.2.1. Mandatory: skal).

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS

1. *Maintain a diverse portfolio of activity measures:* Triggers **Threshold-Dependent Quality (T)**. Maintaining a broad, flexible menu of structured group activities, low-threshold programs, and work-training measures requires a critical mass of participants; running such programs for 1-2 youths per year degrades the quality to ad-hoc, isolated tasks.
2. *Assess language skills using established frameworks:* Triggers **Competence Sustainability (K)**. Accurately mapping a young person's language proficiency against formal language frameworks requires specific assessment skills that will decay in a small generalist office that rarely processes such cases.
3. *Check the National Introduction Register (NIR):* Triggers **Documentation Apparatus (D)**. Maintaining active user access, technical connections, and routine familiarity with a specialized external national database (NIR) imposes administrative overhead that becomes disproportionate when accessed very rarely.

4. *Establish a system for monitoring compliance:* No mechanism triggered. Tracking whether a specific youth shows up for their agreed-upon activity and following up on absences can be done by a generalist social worker regardless of caseload size.
5. *Coordinate with other schemes (KVP/Youth Guarantee):* No mechanism triggered. Evaluating whether a user meets the criteria for other established benefit schemes is a core casework task that a generalist can perform regardless of office size.

STEP 4 — OUTPUT FORMAT

Paragraph: § 20 a Requirement: Maintain a broad, flexible portfolio of activity measures (including low-threshold and tailored programs) Source: Rundskriv 35 pkt. 4.20a.1 and 4.20a.2.1; Kommunebrev 2025 Classification: Volume-sensitive Mechanism: T Justification: Providing a diverse and meaningful menu of structured group activities and low-threshold programs assumes a critical mass of young participants that a municipality under 10,000 inhabitants lacks, often reducing the "activity" to ad-hoc, isolated tasks. Mandatory: skal

Paragraph: § 20 a Requirement: Assess language skills using established language assessment frameworks Source: Rundskriv 35 pkt. 4.20a.2.1 Classification: Volume-sensitive Mechanism: K Justification: Accurately mapping a young person's language proficiency against formal language frameworks requires specific assessment skills that will decay in a small generalist office that rarely processes such cases. Mandatory: bor-kan

Paragraph: § 20 a Requirement: Retrieve and verify data from the National Introduction Register (NIR) Source: Sosialtjenesteloven § 20 a; Forskrift om bruk av vilkår § 1; Rundskriv 35 pkt. 4.20a.2.1 Classification: Volume-sensitive Mechanism: D Justification: Maintaining active user access, technical connections, and routine familiarity with a specialized external national database imposes administrative overhead that assumes back-office support or steady throughput which a small office lacks. Mandatory: skal

Paragraph: § 20 a Requirement: Establish a system to monitor compliance with conditions and handle consequences Source: Rundskriv 35 pkt. 4.20a.1 Classification: Scale-neutral Reason: Tracking whether a specific youth shows up for their agreed-upon activity and following up on absences can be done by a generalist social worker regardless of caseload size. Mandatory: skal

Paragraph: § 20 a Requirement: Assess the right to the Qualification Programme (KVP) and youth guarantee before applying the activity condition Source: Kommunebrev 2025; Rundskriv 35 pkt. 4.20a.2.1 Classification: Scale-neutral Reason: Evaluating whether a user meets the criteria for other established benefit schemes is a core casework task that a generalist can perform regardless of office size. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality must determine the form of economic assistance provided (grant, loan, guarantee, or goods and services). If assistance is given as a loan or guarantee, the municipality must assess the recipient's repayment ability and establish clear terms for the agreement. If there is reason to believe the recipient will not use the funds according to the specified conditions, the municipality may provide the assistance as goods and services.

STEP 2, 3, AND 4 — ASSOCIATED REQUIREMENTS AND CLASSIFICATION

Paragraph: 21 Requirement: Ensure loan and guarantee agreements comply with the Financial Contracts Act (Finansavtaleloven), including setting correct legal terms for interest, installments, and drafting formal promissory notes (gjeldsbrev). Source: Rundskriv 35-00 pkt. 4.21.2.2 and 4.21.2.3; Tolkningsuttalelse 14.03.2023 (Har ny finansavtalelov betydning for kommunens mulighet for å gi lån) Classification: Volume-sensitive Mechanism: K Justification: Applying the Financial Contracts Act correctly to draft legal credit agreements requires specialized legal-financial competence that is difficult to sustain if an office only issues social loans very rarely. Mandatory: skal

Paragraph: 21 Requirement: Administer and track the portfolio of social loans and deposit guarantees over time, including managing frozen deposit accounts, tracking maturities, and handling active credit agreements. Source: Rundskriv 35-00 pkt. 4.21.2.2 and 4.21.2.4 Classification: Volume-sensitive Mechanism: D Justification: Acting as a creditor and administering active loan agreements over time assumes an administrative and accounting back-office infrastructure that small generalist offices typically lack for such low-volume tasks. Mandatory: skal

Paragraph: 21 Requirement: Manage regress claims when a deposit guarantee is paid out, applying monetary claims law (pengekravsrett) to assess whether to enforce the claim, establish a payment plan, or forgive the debt. Source: Tolkningsuttalelse 07.03.2023 (Svar på henvendelse vedr. depositumsgaranti) and 14.03.2023 (Svar på henvendelse - depositumsgaranti) Classification: Volume-sensitive Mechanism: K Justification: Navigating the intersection of debt recovery, monetary claims law, and social law to handle regress claims requires specialized legal skills that decay when these specific cases occur infrequently. Mandatory: skal

Paragraph: 21 Requirement: Re-evaluate whether a loan or a realized guarantee should be fully or partially converted to a grant (bidrag) when repayment is due, based on the recipient's current financial situation. Source: Rundskriv 35-00 pkt. 4.21.2.2 and 4.21.2.3 Classification: Scale-neutral Reason: Assessing a user's current financial need and repayment capacity is a core, standard social work task that does not depend on a high volume of cases to be performed adequately. Mandatory: skal

Paragraph: 21 Requirement: Design arrangements for providing assistance in the form of goods and services (e.g., requisitions) that are as least burdensome and stigmatizing as possible for the recipient. Source: Rundskriv 35-00 pkt. 4.21.2.5 Classification: Scale-neutral Reason: Establishing discreet, non-stigmatizing routines (such as setting up an agreement with a local grocery store) does not require large scale or a dedicated coordination infrastructure to achieve. Mandatory: bor-kan

STEP 1 — STATE THE CORE OBLIGATION The municipality must pay the granted economic social assistance directly to the person who applied for it. The payment can be divided if it is intended to benefit multiple people (e.g., spouses), or it can be paid directly to a third party (e.g., a landlord or electricity provider) if the applicant provides valid consent.

STEP 2, 3, AND 4 — ASSOCIATED REQUIREMENTS AND SCALE ANALYSIS

Paragraph: 22 Requirement: Obtain and document explicit, informed, and voluntary consent before paying economic assistance directly to third parties. Source: Rundskriv 35 section 4.22.1 and Tolkningsuttalelse 10.02.2023 (Svar på henvendelse vedr. samtykke til å utbetale økonomisk sosialhjelp til andre) Classification: Scale-neutral Reason: Gathering, verifying, and filing a written consent form is a standard administrative task that does not depend on specialized capacity or high case volume. Mandatory: skal

Paragraph: 22 Requirement: Determine the payment method in consultation with the user, ensuring the chosen method is the least burdensome and stigmatizing. Source: Rundskriv 35 section 4.22.1 Classification: Scale-neutral Reason: Consulting the user and selecting an appropriate, non-stigmatizing payment channel (e.g., bank transfer) is a basic relational task that any office can perform regardless of size. Mandatory: skal

Paragraph: 22 Requirement: Include the decision regarding the payment method and any third-party payouts (based on consent) within the actual decision document (vedtak), even though the payment method itself cannot be independently appealed. Source: Rundskriv 35 section 4.22.1.1 Classification: Scale-neutral Reason: Adding a standard informational clause about the payment method into a written decision does not assume back-office support or high volume. Mandatory: skal

Paragraph: 22 Requirement: Divide the economic assistance payment between multiple beneficiaries (e.g., spouses or cohabitants) when the grant is intended to cover their shared living expenses. Source: § 22 and Rundskriv 35 section 4.22.1 Classification: Scale-neutral Reason: Splitting a designated payout sum into two different bank accounts is a simple administrative action that does not trigger any scale mechanisms. Mandatory: bor-kan

STEP 1 — STATE THE CORE OBLIGATION This paragraph grants the municipality the authority to demand the repayment of financial assistance, or to cancel a loan or guarantee agreement, if the recipient (or someone acting on their behalf) received the assistance by intentionally or with gross negligence providing incorrect information or withholding relevant information.

STEP 2, 3, AND 4 — LIST, TEST, AND FORMAT ALL ASSOCIATED REQUIREMENTS

Paragraph: 23 Requirement: Conduct a legal and investigative assessment of subjective fault (intent or gross negligence) and direct causality, taking into account the recipient's personal circumstances such as language skills and understanding. Source: Rundskriv 35, pkt. 4.23.2.1 and 4.23.2.2 Classification: Volume-sensitive Mechanism: K Justification: Investigating potential welfare fraud and legally differentiating between simple negligence and gross negligence/intent requires specialized legal competence that decays in a small office where such cases occur very rarely. Mandatory: skal

Paragraph: 23 Requirement: Conduct a concrete, individual assessment of the recipient's overall economic and social situation before making a decision to demand repayment. Source: Rundskriv 35, pkt. 4.23.1 Classification: Scale-neutral Reason: Assessing a recipient's economic and social capacity is a core, everyday generalist task that does not depend on scale. Mandatory: skal

Paragraph: 23 Requirement: Process the repayment claim as an individual decision (enkeltvedtak) following strict administrative procedures, including giving advance notice (forhåndsvarsel) and formal justification. Source: Rundskriv 35, pkt. 4.23.1.1 Classification: Scale-neutral Reason: Adhering to general administrative procedures for individual decisions is a basic capability required of all public offices regardless of size. Mandatory: skal

Paragraph: 23 Requirement: Refrain from offsetting the repayment claim against future economic social assistance or making agreements with the recipient for such deductions. Source: Rundskriv 35, pkt. 4.23.2.3 Classification: Scale-neutral Reason: Complying with a strict prohibition against offsetting claims is a rule application that requires no specific operational infrastructure or volume. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 24 establishes that claims for repayment of social loans, fulfilled deposit guarantees, and unlawfully paid benefits (due to false information) constitute a legal basis for enforcement (tvangsgrunnlag for utlegg). It gives the municipality the right to act as a creditor and collect these debts directly through the enforcement authorities (namsmyndighetene) without needing a prior court judgment.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. **Concrete and individual assessment prior to enforcement:** The Nav office must always make a concrete individual assessment of whether to enforce the claim, weighing the recipient's economic situation and ability to maintain a defensible livelihood (forsvarlig livsopphold). (Source: Rundskriv 35, pkt 4.24.1.1; Tolkningsuttalelse 07.03.2023. Mandatory: skal).
2. **Written notice:** The Nav office must send a written notice to the recipient at least two weeks before requesting forced execution. (Source: Rundskriv 35, pkt 4.24.1.1. Mandatory: skal).
3. **Re-assessment upon new information:** If the recipient provides new information following the notice, the Nav office must conduct a new assessment of whether the claim should be enforced. (Source: Rundskriv 35, pkt 4.24.1.1. Mandatory: skal).
4. **Navigating debt collection law:** The actual enforcement must follow the specific legal procedures outlined in the Enforcement Act (tvangsfullbyrdelsesloven), the Recovery Act (dekningsloven), and the Limitation Act (foreldelsesloven). (Source: Rundskriv 35, pkt 4.24.1. Advisory/Right: bor-kan).

STEP 3 & 4 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS AND OUTPUT FORMAT

Paragraph: 24 Requirement: Foreta en konkret og individuell vurdering av tjenestemottakers økonomiske situasjon og forsvarlig livsopphold før et krav tvangsinndrives. Source: Rundskriv 35, pkt 4.24.1.1 og Tolkningsuttalelse 07.03.2023 Classification: Scale-neutral Reason: Å vurdere en brukers økonomiske situasjon opp mot forsvarlig livsopphold er en generell kjerneoppgave som sosialarbeidere utfører jevnlig, uavhengig av kontorstørrelse. Mandatory: skal

Paragraph: 24 Requirement: Sende skriftlig varsel med to ukers frist før tvangsfullbyrdelse begjæres. Source: Rundskriv 35, pkt 4.24.1.1 Classification: Scale-neutral Reason: Å sende ut et standardisert varselbrev før en eventuell tvangsinndrivelse er en enkel administrativ oppgave som ikke påvirkes av skalaulemper. Mandatory: skal

Paragraph: 24 Requirement: Vurdere saken på nytt dersom tjenestemottaker kommer med nye opplysninger etter å ha mottatt varsel om tvangsinndrivelse. Source: Rundskriv 35, pkt 4.24.1.1 Classification: Scale-neutral Reason: Å vurdere innkomne opplysninger i en sak er en ordinær forvaltningsprosess som kan håndteres smidig selv ved lavt saksvolum. Mandatory: skal

Paragraph: 24 Requirement: Begjære utlegg og følge prosedyrene hos namsmyndighetene i henhold til tvangsfullbyrdelsesloven, dekningsloven og foreldelsesloven. Source: Rundskriv 35, pkt 4.24.1 Classification: Volume-sensitive Mechanism: K Justification: Det å inndrive krav rettslig via namsmannen krever spesifikk pengekravsrettslig kompetanse som en

veileder i et lite kontor sjelden får praktisert, ettersom misligholdte sosiallån og garantier som krever tvang inntreffer svært sjelden. Mandatory: bor-kan

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 25 gives the municipality the right (but not the duty) to grant financial assistance on the condition that the municipality takes over the recipient's claim for child or spousal support (underholdsbidrag). If the municipality chooses to use this option to seek reimbursement, it is obligated to adhere to strict limitations regarding the period and purpose of the claim, and must perform concrete financial assessments before enforcing the collection.

STEP 2, 3 & 4 — ASSOCIATED REQUIREMENTS AND CLASSIFICATION

Paragraph: 25 Requirement: The condition regarding the refund of support payments must be clearly stated in the decision granting financial assistance. Source: Rundskriv 35, pkt. 4.25.1.1 Classification: Scale-neutral Reason: Formulating explicit conditions in a written administrative decision is a standard legal task that does not depend on caseload volume. Mandatory: skal

Paragraph: 25 Requirement: The refund claim must be strictly limited to assistance given as a grant (bidrag), for the exact same time period, and for the exact same purpose that the support payment is meant to cover. Source: Rundskriv 35, pkt. 4.25.1 Classification: Scale-neutral Reason: Comparing the purpose and time period of a specific payout against a support claim is a standard case-by-case mathematical and legal assessment that any office can perform. Mandatory: skal

Paragraph: 25 Requirement: The NAV office must make a concrete assessment of the recipient's financial situation at the actual time the refund claim is to be collected/enforced. Source: Rundskriv 35, pkt. 4.25.1 Classification: Scale-neutral Reason: Assessing a user's current financial capacity to handle a claim is a core, everyday task for any NAV office regardless of its size. Mandatory: skal

Paragraph: 25 Requirement: If the NAV office concludes that the claim should not be enforced due to changes in the recipient's financial situation, a formal decision must be made to wholly or partially waive the refund condition. Source: Rundskriv 35, pkt. 4.25.1.1 Classification: Scale-neutral Reason: Making an administrative decision to waive a previously set condition based on an individual assessment is a standard procedure that does not require a minimum volume to function. Mandatory: skal

Paragraph: 25 Requirement: The municipality must respect that the National Insurance Scheme's (Folketrygden) right to a refund for advanced child support (bidragsforskudd) has priority over the municipality's claim. Source: Sosialtjenesteloven § 25 Classification: Scale-neutral Reason: Applying a straightforward legal priority rule when claiming external funds does not require structural scale or dedicated coordination infrastructure. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION This paragraph gives the municipality the right, though not the obligation, to claim reimbursement from a recipient's retroactive national insurance benefits (folketrygden) or war pensions. The reimbursement is intended to cover financial social assistance that the municipality already paid to the recipient (or their spouse) for the same time period and the same purpose.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. **Assess corresponding periods, purposes, and individual situation**: The municipality must conduct a concrete assessment to ensure the social assistance was given for the exact same period and purpose as the retroactive state payment, and conduct an individual assessment of whether claiming reimbursement will leave the recipient reliant on future social assistance. (Source: Rundskriv 35, pkt. 4.26.2.1) - Mandatory (skal).
2. **Execute the reimbursement process within a strict three-week deadline**: The municipality must establish routines to pause the state payout and complete the entire reimbursement procedure—including fetching exact gross/net tax data from state payout units (NØP/NØS), sending an advance notice to the user, processing their reply, and submitting the formal written claim—before the absolute three-week deadline expires. (Source: Rundskriv 35, pkt. 4.26.2.2, 4.26.2.3, 4.26.2.6, and Tolkningsuttalelse 06.06.2023) - Mandatory (skal / bor-kan for the routines).
3. **Detailed breakdown and calculation of net payouts**: The formal reimbursement decision must contain a detailed overview of the local payouts, periods, purposes, and exactly how much the recipient was awarded in retroactive state benefits *after* tax deductions and other deductions have been subtracted. (Source: Rundskriv 35, pkt. 4.26.2.4 and Tolkningsuttalelse 06.06.2023) - Mandatory (skal).

STEP 3 & 4 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS AND OUTPUT FORMAT

Paragraph: 26 Requirement: Assess corresponding periods, purposes, and the recipient's overall financial situation before claiming reimbursement. Source: Rundskriv 35, pkt. 4.26.2.1 Classification: Scale-neutral Reason: Applying legal criteria regarding timeframes and purposes, and exercising social work discretion based on a recipient's situation, are core casework skills independent of office size. Mandatory: skal

Paragraph: 26 Requirement: Execute the full reimbursement procedure (including obtaining tax data from state units, notifying the user, and submitting the claim) within a strict three-week deadline. Source: Rundskriv 35, pkt. 4.26.2.2, 4.26.2.3, 4.26.2.6 and Tolkningsuttalelse 06.06.2023 Classification: Volume-sensitive Mechanism: P Justification: Safely executing a multi-step administrative process across municipal and state lines within a rigid 21-day window assumes a continuous, well-oiled routine that is highly vulnerable to absence or lack of practice in a small generalist office where such retroactive payouts occur infrequently. Mandatory: skal

Paragraph: 26 Requirement: Provide a detailed calculation and breakdown of local payouts versus net state payouts after tax in the decision. Source: Rundskriv 35, pkt. 4.26.2.4 and Tolkningsuttalelse 06.06.2023 Classification: Scale-neutral Reason: While manually reconciling local payouts with state tax deductions can be administratively tedious, it does

not structurally require large-scale operational conditions to be performed correctly.
Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality is obligated to find and provide a temporary housing offer for individuals who are experiencing acute homelessness and cannot secure housing for the next 24 hours on their own.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. **Same-day assessment:** Applications for temporary housing must be assessed on the exact same day they are received, with information gathering strictly limited to the acute situation.

    - *Source:* Rundskriv 35, pkt. 4.27.1.1
    - *Language:* Mandatory (skal/må)
    - *Demands in practice:* Immediate procedural readiness and dedicated capacity to process cases without delay.
2. **Quality assurance and provider agreements:** NAV must ensure the temporary housing is of a professionally acceptable standard (privacy, cooking, laundry), which should ideally be secured by entering into quality agreements with commercial or non-profit providers.

    - *Source:* Rundskriv 35, pkt. 4.27.2.2
    - *Language:* Advisory (bør inngås kvalitetsavtaler) / Mandatory (må sikre forsvarlig standard)
    - *Demands in practice:* Procurement routines, market dialogue, and monitoring of housing providers.
3. **Strict time limits for families with children:** Temporary housing for families with children and youth must only be used in exceptional cases and must never exceed three months.

    - *Source:* Rundskriv 35, pkt. 4.27.2.3
    - *Language:* Mandatory (skal/aldri)
    - *Demands in practice:* Adherence to strict timelines and applying heightened sensitivity for children's needs (e.g., privacy, homework space).
4. **Immediate transition and interdisciplinary follow-up:** When temporary housing is used, NAV must immediately implement measures to secure permanent housing and initiate interdisciplinary follow-up across services (housing office, substance abuse, mental health, child welfare).

    - *Source:* Rundskriv 35, pkt. 4.27.2.3 and Veiviser for midlertidig botilbud
    - *Language:* Mandatory (skal / er nødvendig)
    - *Demands in practice:* Coordination infrastructure between different municipal departments and specialized housing follow-up routines.

STEP 3 & 4 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS AND OUTPUT FORMAT

Paragraph: 27 Requirement: Assess applications for temporary housing on the exact same day they are received to resolve acute homelessness. Source: Rundskriv 35, pkt. 4.27.1.1 Classification: Volume-sensitive Mechanism: P Justification: Guaranteeing same-day

emergency processing capacity assumes a staffing buffer and continuous availability that a small office struggles to maintain during illness, vacation, or absence. Mandatory: skal

Paragraph: 27 Requirement: Ensure the temporary housing is of acceptable quality, ideally by establishing and monitoring quality agreements with housing providers. Source: Rundskriv 35, pkt. 4.27.2.2 Classification: Volume-sensitive Mechanism: C Justification: Negotiating and maintaining quality-assured framework agreements with commercial or non-profit housing providers assumes an administrative procurement capacity driven by a regular flow of acute cases. Mandatory: bor-kan

Paragraph: 27 Requirement: Restrict the use of temporary housing for families with children and youth to exceptional cases, never exceeding three months. Source: Rundskriv 35, pkt. 4.27.2.3 Classification: Scale-neutral Reason: Enforcing a strict legal time limit and applying heightened assessment criteria for children does not structurally depend on office size or caseload volume. Mandatory: skal

Paragraph: 27 Requirement: Immediately implement measures to secure permanent housing and initiate interdisciplinary follow-up with housing offices, substance abuse, and mental health services. Source: Rundskriv 35, pkt. 4.27.2.3 and Veiviser for midlertidig botilbud Classification: Volume-sensitive Mechanism: C Justification: Rapidly mobilizing an interdisciplinary housing apparatus across various departments assumes the existence of specialized internal teams and formalized coordination routines that are rarely present in small generalist municipalities. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 28 requires the municipality to draw up an individual plan for anyone who needs long-term and coordinated services. This plan must be developed in collaboration with the service recipient and other relevant service providers to ensure a holistic and coordinated service offering.

STEP 2, 3 AND 4 — REQUIREMENTS AND MECHANISM TEST

Paragraph: 28 Requirement: Fatte enkeltvedtak om rett til individuell plan Source: Rundskriv 35, pkt. 4.28.1.1 Classification: Scale-neutral Reason: Making a formal written decision on whether a person qualifies for a statutory right is a basic administrative task that does not structurally depend on office size. Mandatory: skal

Paragraph: 28 Requirement: Avklare og tildele hovedansvar for utarbeidelse og oppfølging av planen på tvers av velferdstjenester Source: Forskrift om individuell plan ved ytelse av velferdstjenester § 7 Classification: Volume-sensitive Mechanism: C Justification: Resolving cross-sectoral responsibilities (between NAV, child welfare, and health services) assumes a formalized coordination infrastructure and distinct roles that are often blurred or non-existent in a small generalist administration. Mandatory: skal

Paragraph: 28 Requirement: Holde planen oppdatert som et dynamisk verktøy i koordinering og målretting Source: Rundskriv 35, pkt. 4.28.1 og Forskrift om individuell plan § 9 Classification: Volume-sensitive Mechanism: P Justification: Managing and updating a continuous, multi-agency planning process requires regular throughput to establish and maintain efficient routines for cross-sectoral follow-up. Mandatory: skal

Paragraph: 28 Requirement: Samarbeide med og varsle kommunens koordinerende enhet for habilitering og rehabilitering ved behov for tjenester fra spesialisthelsetjenesten Source: Forskrift om individuell plan ved ytelse av velferdstjenester § 8 Classification: Volume-sensitive Mechanism: C Justification: Assumes the municipality has a dedicated and operational coordinating unit functioning as a distinct organizational entity to handle complex cross-level health and welfare plans. Mandatory: skal

Paragraph: 28 Requirement: Ivareta og dokumentere barns rett til medvirkning i alle faser av planarbeidet Source: Forskrift om individuell plan ved ytelse av velferdstjenester § 4 og § 9 Classification: Scale-neutral Reason: Informing a child, listening to their views, and documenting their participation is an individual professional task that can be performed regardless of caseload volume. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality must offer a full-time, tailored Qualification Programme (Kvalifiseringsprogram) for persons aged 18 to 67 with significantly reduced work and income capacity, and who have no or very limited rights to subsistence benefits from the National Insurance Act or Employment Act. The right to the program is contingent upon the applicant having undergone a work capability assessment (arbeidsevnevurdering), and it requires that close, coordinated assistance is deemed appropriate and necessary to strengthen the individual's chances of participating in the workforce.

STEP 2, 3, AND 4 — LIST, TEST, AND FORMAT REQUIREMENTS

Paragraph: 29 Requirement: The program must provide "close and coordinated assistance" (tett og koordinert bistand), meaning continuous follow-up over time where two or more service providers or actors participate in the program. Source: Rundskriv 35, pkt. 4.29.2.3 Classification: Volume-sensitive Mechanism: C Justification: Coordinating continuous, flexible follow-up across multiple specialized service providers or external actors assumes an interdisciplinary local ecosystem and integration infrastructure that a small generalist office often lacks. Mandatory: skal

Paragraph: 29 Requirement: The program must be individually customized using the NAV office's combined competence, available measures, tools, and resources, and cannot be denied due to a lack of local measures or financial resources. Source: Rundskriv 35, pkt. 4.29.2.4 Classification: Volume-sensitive Mechanism: T Justification: Maintaining a diverse, robust, and meaningful portfolio of local qualification measures degrades in quality and variety when there is a very low volume of participants to justify the creation or procurement of such activities. Mandatory: skal

Paragraph: 29 Requirement: For inmates eligible for KVP with less than six months until release, the office should conduct preparations—such as the initial interview, work capability assessment, program design, and drafting of the individual plan—while the person is still in prison or detention. Source: Rundskriv 35, pkt. 4.29.2.13 (also supported by Nasjonal veileder for samarbeidet mellom kriminalomsorgen og Nav) Classification: Volume-sensitive Mechanism: C Justification: Establishing and executing structured follow-up routines inside correctional facilities prior to a participant's release requires established coordination channels with the prison sector that are difficult to maintain without regular throughput of cases. Mandatory: bor-kan

Paragraph: 29 Requirement: The applicant must have undergone a formal work capability assessment (arbeidsevnevurdering pursuant to Nav-loven § 14a) concluding that their work capacity is reduced. Source: Rundskriv 35, pkt. 4.29.2.2 Classification: Scale-neutral Reason: Conducting a standard § 14a work capability assessment is a core, routine methodology for any NAV office regardless of size. Mandatory: skal

Paragraph: 29 Requirement: If a participant moves, the involved NAV offices should cooperate to facilitate the move and consider whether the program can be continued in the new municipality or if a new one must be granted. Source: Rundskriv 35, pkt. 4.29.1.1 Classification: Scale-neutral Reason: Basic communication and case handover between two municipal offices can be performed by any caseworker and does not require scale or specialized systems. Mandatory: bor-kan

Paragraph: 29 Requirement: The office must be able to adapt the program for individuals with complex challenges such as psychiatric issues or substance abuse, including transitioning from or operating alongside active treatment programs. Source: Rundskriv 35, pkt. 4.29.2.8 Classification: Volume-sensitive Mechanism: S Justification: Managing the intersection of severe clinical health issues and full-time employment activation requires specialized competence (e.g., supported employment specialists) that cannot realistically be sustained in a low-caseload environment. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality must provide a year-round, full-time (37.5 hours/week) qualification programme that is individually tailored. The essential part of the programme must consist of work-oriented measures aimed at transitioning the participant into the labor market, supplemented by other supportive or health-improving activities, and the programme's content must be continuously evaluated and adjusted.

STEP 2, 3, AND 4 — LIST AND CLASSIFY ALL ASSOCIATED REQUIREMENTS

Paragraph: 30 Requirement: Provide a year-round, full-time (37.5 hours per week) programme consisting of meaningful work-oriented and supportive activities. Source: Rundskriv 35, sections 4.30.2.4 and 4.30.2.5; Forskrift om kvalifiseringsprogram og kvalifiseringsstønad § 1 Classification: Volume-sensitive Mechanism: T Justification: Maintaining a meaningful 37.5-hour weekly schedule of tailored activities degrades in quality without sufficient volume, as small offices cannot pool participants into high-quality group programmes and may resort to fragmented or low-value filler activities. Mandatory: skal

Paragraph: 30 Requirement: Continuously source, establish, and tailor work-oriented measures in collaboration with local businesses, enterprises, and voluntary organizations. Source: Rundskriv 35, section 4.30.2.2 Classification: Volume-sensitive Mechanism: S Justification: Proactively building and maintaining a diverse portfolio of external work-training placements requires a dedicated employer-contact (markedskontakt) role that only makes sense if the caseload justifies its existence. Mandatory: må

Paragraph: 30 Requirement: Nav-supervisors must possess complex competence in relational and motivational work, the local labor market, public service cross-collaboration, and Nav's overarching measures. Source: Rundskriv 35, section 4.30.2.17 Classification: Volume-sensitive Mechanism: K Justification: The comprehensive, multi-disciplinary competence required to effectively manage intensive KVP follow-up decays if a generalist supervisor only handles one or two such complex cases a year. Mandatory: skal

Paragraph: 30 Requirement: Continuously evaluate the programme's content and the participant's progression at pre-agreed intervals, making adjustments to the measures as needed. Source: Forskrift om kvalifiseringsprogram og kvalifiseringsstønad § 1; Rundskriv 35, section 4.30.2.7 Classification: Scale-neutral Reason: Setting evaluation dates and adjusting a plan based on one-on-one dialogue with a participant is a standard case-management process that does not depend on scale. Mandatory: skal

Paragraph: 30 Requirement: Issue a tailored participant certificate (deltakerbevis) upon completion or termination, documenting the participant's progression and acquired competence. Source: Forskrift om kvalifiseringsprogram og kvalifiseringsstønad § 1; Rundskriv 35, section 4.30.2.13 Classification: Scale-neutral Reason: Drafting a summary document of a participant's achievements is a basic administrative task that can be fulfilled regardless of the office's size. Mandatory: skal

Paragraph: 30 Requirement: Include active job searching in the final phase of the programme (unless the participant is already transitioning into ordinary employment). Source: Forskrift om kvalifiseringsprogram og kvalifiseringsstønad § 1; Rundskriv 35, section 4.30.2.3 Classification: Scale-neutral Reason: Guiding a single participant in applying for

jobs is a standard follow-up task that does not require large caseloads to function effectively. Mandatory: skal

Paragraph: 30 Requirement: Cover the expenses for education if an educational track is approved and incorporated as a measure directly expected to strengthen the transition to work. Source: Tolkningsuttalelse 13.01.2022 (1.-finansiering-av-utdanning-som-del-av-kvp-program), Classification: Scale-neutral Reason: The financial coverage of an approved educational measure is a budgetary and administrative decision that is unaffected by the operational scale of the office. Mandatory: må

STEP 1 — STATE THE CORE OBLIGATION The municipality must facilitate and implement a qualification program (KVP) for eligible individuals no later than six months after receiving their application, ensuring the participant enters a full-time program with defensible, professional content from the specified start date.

STEP 2, 3, AND 4 — ANALYSIS OF REQUIREMENTS

Paragraph: 31 Requirement: Ensure the participant has a full-time program with professional content from the start date, without any periods of inactivity or gaps between measures. Source: Rundskriv 35, point 4.31.1 Classification: Volume-sensitive Mechanism: P Justification: Maintaining a continuous, gap-free portfolio of full-time measures (tiltak) to piece together assumes a steady, predictable throughput of participants to sustain agreements with local employers, course providers, and internal activity leaders. Mandatory: skal

Paragraph: 31 Requirement: Implement the program no later than six months after the application is received. Source: Rundskriv 35, point 4.31.1 Classification: Scale-neutral Reason: Meeting a six-month administrative deadline is a matter of basic case management and planning, not dependent on operational scale. Mandatory: skal

Paragraph: 31 Requirement: Utilize the period before startup to coordinate so that the program can start immediately upon a participant's release from prison, discharge from an institution, or expiration of other benefits (e.g., overgangsstønad). Source: Rundskriv 35, point 4.31.1 Classification: Scale-neutral Reason: Coordinating a startup date with an external institution for a specific individual requires standard communication and administrative routines that any office can perform regardless of size. Mandatory: bør

STEP 1 — STATE THE CORE OBLIGATION

The municipality must provide the qualification program (kvalifiseringsprogrammet) for as long as the participant meets the entry conditions, up to a standard maximum of two years. The municipality is obligated to make administrative decisions regarding the program's duration for up to one year at a time, evaluate the participant's progression before each period expires, and exceptionally consider extending the program for a third year if special reasons indicate that this will likely lead to employment. The municipality must also ensure that approved leave and temporary suspensions do not count towards the program's total duration limit.

STEP 2, 3 & 4 — ASSOCIATED REQUIREMENTS AND CLASSIFICATION

Paragraph: 32 Requirement: Fastsette varighet for inntil ett år om gangen i eget vedtak (Set program duration for up to one year at a time via formal decision) Source: Forskrift om kvalifiseringsprogram og kvalifiseringsstønad § 2; Rundskriv 35 pkt. 4.32.1.1 and 4.32.2.1 Classification: Scale-neutral Reason: Making an administrative decision with a specified time limit and individual justification is a standard bureaucratic task that any office can perform regardless of size. Mandatory: skal

Paragraph: 32 Requirement: Evaluering for forlengelse før vedtaksperioden utløper (Evaluate for extension before the decision period expires) Source: Forskrift om kvalifiseringsprogram og kvalifiseringsstønad § 2; Rundskriv 35 pkt. 4.32.2.2 Classification: Scale-neutral Reason: Conducting a scheduled evaluation meeting with a participant at the end of a decision period to assess progression and motivation is a standard follow-up procedure that does not require specialized volume-dependent infrastructure. Mandatory: skal

Paragraph: 32 Requirement: Forlengelse etter særskilt vurdering utover to år (Extension based on special assessment beyond two years) Source: Forskrift om kvalifiseringsprogram og kvalifiseringsstønad § 2; Rundskriv 35 pkt. 4.32.2.3 Classification: Scale-neutral Reason: Assessing a participant's progress, motivation, and the likelihood of employment given the local labor market situation is a core component of individual case management that does not inherently demand large caseloads to execute. Mandatory: skal

Paragraph: 32 Requirement: Beregning av maksimal varighet uten fravær og permisjon (Calculate maximum duration excluding approved leave and interruptions) Source: Sosialtjenesteloven § 32; Rundskriv 35 pkt. 4.32.1 Classification: Scale-neutral Reason: Pausing the duration "clock" for approved leave or temporary suspensions is a simple administrative tracking task unaffected by the scale of the office. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality is obligated to ensure that all participants in the qualification programme (KVP) receive an individual plan (IP). This plan must be formulated in close collaboration with the participant and actively coordinated with other relevant service providers to ensure a holistic, cross-sectoral service offering.

STEP 2, 3 & 4 — ANALYSIS OF REQUIREMENTS

Paragraph: 33 Requirement: Provide an individual plan for all KVP participants, designed in collaboration with the user. Source: Rundskriv 35, section 4.33.1 Classification: Scale-neutral Reason: Drafting a plan based on a user's needs is a standard casework task that does not inherently require a large scale or specialized infrastructure to perform. Mandatory: skal

Paragraph: 33 Requirement: Coordinate with other service providers, ensure NAV becomes an active part of any existing IP, and synchronize the KVP with the plan's other external measures. Source: Rundskriv 35, section 4.33.1 Classification: Volume-sensitive Mechanism: C Justification: Seamlessly synchronizing NAV measures with external health or social services assumes established inter-agency routines and forums that a small office may lack due to a low frequency of complex, multi-agency cases. Mandatory: skal

Paragraph: 33 Requirement: Ensure the participant has only one individual plan and one appointed coordinator across all welfare services, which requires resolving and agreeing upon cross-sectoral responsibility. Source: Rundskriv 35, section 4.33.1 and Forskrift om individuell plan ved ytelse av velferdstjenester § 7 Classification: Volume-sensitive Mechanism: C Justification: Determining lead agency responsibility and appointing a single cross-sectoral coordinator relies on a formal administrative framework for inter-agency negotiation (like a dedicated coordinating unit) that is rarely robust in municipalities under 10,000 inhabitants. Mandatory: skal

Paragraph: 33 Requirement: Keep the individual plan continuously updated as a dynamic tool in the ongoing coordination of the participant's services. Source: Rundskriv 35, section 4.28.1 (applies via § 33) and Forskrift om individuell plan ved ytelse av velferdstjenester § 9 Classification: Volume-sensitive Mechanism: P Justification: Maintaining a continuously updated, dynamic cross-sectoral plan assumes a repeatable, structured follow-up process that often decays into ad-hoc handling without a steady flow of active IP cases to keep the routine alive. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality must interrupt or terminate the qualification programme if there is a valid, objective reason related to the participant's circumstances. The programme must be terminated if it is likely that the participant will not resume it, or if it has been temporarily interrupted for a full year. However, the programme cannot be terminated due to absence related to ordinary work, birth, or adoption during the first year of the absence.

STEP 2, 3 AND 4 — ASSOCIATED REQUIREMENTS AND SCALE ANALYSIS

Paragraph: 34 Requirement: Concrete assessment of valid grounds for temporary interruption or termination. Source: Rundskriv 35, 4.34.1 Classification: Scale-neutral Reason: Assessing a participant's individual circumstances to determine if there are valid grounds to pause or stop a program is a standard administrative casework task. Mandatory: må

Paragraph: 34 Requirement: Issue a participant certificate (deltakerbevis) upon termination. Source: Rundskriv 35, 4.34.1 Classification: Scale-neutral Reason: Issuing a final document summarizing a participant's activities does not require large-scale operations or specialized back-office support. Mandatory: skal

Paragraph: 34 Requirement: Provide written advance notice (forhåndsvarsel) giving the participant a deadline to state their case before making a decision to stop the program. Source: Rundskriv 35, 4.34.1.1 Classification: Scale-neutral Reason: Providing advance notice before an intrusive decision is a basic public administration duty applicable to offices of all sizes. Mandatory: skal

Paragraph: 34 Requirement: Reassess whether entry conditions are still met and goals are attainable when a participant resumes an interrupted program, formalized in a new decision. Source: Rundskriv 35, 4.34.1.1 Classification: Scale-neutral Reason: Reviewing eligibility criteria upon resumption is a standard casework procedure that does not depend on caseload volume. Mandatory: må / skal

Paragraph: 34 Requirement: Clarify if the execution of a prison sentence can be combined with continued participation, or if it constitutes grounds for interruption/termination. Source: Rundskriv 35, 4.34.2.4 Classification: Scale-neutral Reason: While potentially a rare occurrence, contacting correctional services to clarify practical arrangements is an individual assessment that any office can perform. Mandatory: må

Paragraph: 34 Requirement: Assess whether claiming other benefits (AAP, disability, transitional benefit) constitutes a valid reason to interrupt or terminate the program. Source: Rundskriv 35, 4.34.2.5 Classification: Scale-neutral Reason: Evaluating the interaction between KVP and other benefits is a standard part of assessing the individual's needs and legal rights. Mandatory: må

Paragraph: 34 Requirement: Cooperate with the Nav office in a new municipality if the participant moves, to assess whether the program can continue or a new one should be granted. Source: Rundskriv 35, 4.34.2.6 Classification: Scale-neutral Reason: Ad-hoc external communication and coordination with another municipality regarding a specific user does not require dedicated coordination infrastructure. Mandatory: bør

Paragraph: 34 Requirement: Formally terminate the program if it has been temporarily interrupted for exactly one year. Source: Rundskriv 35, 4.34.2 Classification: Scale-neutral Reason: Tracking a one-year deadline for paused cases can be managed with standard case management tools available in any office. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 35 requires the municipality to provide a standardized, taxable qualification benefit (kvalifiseringsstønad) to participants in the qualification program. The benefit is calculated based on the National Insurance basic amount (G), with specific rates depending on the participant's age, and includes a supplement for supported children.

STEP 2, 3 AND 4 — LIST AND TEST REQUIREMENTS

Paragraph: 35 Requirement: Calculate and grant the qualification benefit Source: Sosialtjenesteloven § 35, Rundskriv 35 section 4.35.1 Classification: Scale-neutral Reason: The calculation uses fixed rates (2.041 G, or 2/3 for under 25) and standard multiplication, which is easily managed by standard IT systems or individual caseworkers regardless of office size. Mandatory: skal

Paragraph: 35 Requirement: Assess and grant child supplement Source: Sosialtjenesteloven § 35, Forskrift om kvalifiseringsprogram og kvalifiseringsstønad § 3, Rundskriv 35 section 4.35.2.1 Classification: Scale-neutral Reason: Verifying dependent children and custody is a routine administrative task using the National Population Register, requiring no specialized scale. Mandatory: skal

Paragraph: 35 Requirement: Monitor the 90-day abroad rule for child supplement Source: Forskrift om kvalifiseringsprogram og kvalifiseringsstønad § 3, Rundskriv 35 section 4.35.2.1 Classification: Scale-neutral Reason: Tracking a specific client's or dependent's travel dates is a factual assessment that does not structurally depend on a large volume of cases to be executed. Mandatory: skal

Paragraph: 35 Requirement: Evaluate exceptions for foster children Source: Forskrift om kvalifiseringsprogram og kvalifiseringsstønad § 3 Classification: Scale-neutral Reason: Assessing whether to waive the two-year prior support requirement based on the permanent nature of a foster care arrangement is a standard discretionary evaluation feasible in any office. Mandatory: bor-kan

Paragraph: 35 Requirement: Coordinate child supplement with NAV Innkreving Source: Forskrift om kvalifiseringsprogram og kvalifiseringsstønad § 4, Rundskriv 35 section 4.35.2.1 Classification: Scale-neutral Reason: Processing third-party deductions from a benefit payout is a standard accounting function integrated into normal municipal payroll and financial systems. Mandatory: bor-kan

Paragraph: 35 Requirement: Assess need for supplementary economic social assistance Source: Rundskriv 35 section 4.35.1 Classification: Scale-neutral Reason: Processing applications and assessing the need for supplementary financial assistance (§ 18) is the fundamental core task of all NAV offices and does not depend on scale. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality must reduce the qualification benefit (kvalifiseringsstønad) correspondingly when a participant is absent, unless the absence is authorized due to illness or other compelling welfare reasons.

STEP 2, 3 AND 4 — LIST ALL ASSOCIATED REQUIREMENTS AND TEST AGAINST MECHANISMS

Paragraph: 36 Requirement: Systematically track and manage multiple overlapping absence quotas for participants (including self-declaration days, child illness days, welfare leave, and vacation). Source: Forskrift om kvalifiseringsprogram og kvalifiseringsstønad §§ 6, 11, 15, 17 Classification: Volume-sensitive Mechanism: D Justification: Tracking complex absence and leave quotas (similar to HR payroll systems) for a very small number of KVP participants assumes dedicated back-office administrative systems that a small generalist office typically lacks. Mandatory: skal

Paragraph: 36 Requirement: Review a decision to revoke a participant's right to use self-declaration of illness (egenmelding) within six months. Source: Forskrift om kvalifiseringsprogram og kvalifiseringsstønad § 8 Classification: Volume-sensitive Mechanism: P Justification: Remembering to review a highly exceptional sanction six months after it was made assumes a systematic procedural routine that decays when such cases only occur years apart. Mandatory: skal

Paragraph: 36 Requirement: Make an administrative decision to reduce the benefit for invalid absence, and document the reduction and the justification in the case file. Source: Rundskriv 35, section 4.36.1.1 Classification: Scale-neutral Reason: Calculating a proportional deduction based on attendance sheets and writing a brief administrative note is a basic bureaucratic task manageable at any scale. Mandatory: skal

Paragraph: 36 Requirement: Collaborate closely with measure organizers, educational institutions, and others to catch absences and follow up with better facilitation. Source: Rundskriv 35, section 4.36.1 Classification: Scale-neutral Reason: Contacting an external measure provider to check attendance and discuss adjustments is a standard follow-up task that does not become structurally impossible at a small scale. Mandatory: bor-kan

STEP 1 — STATE THE CORE OBLIGATION Kommunen skal redusere kvalifiseringsstønaden, inkludert eventuelt barnetillegg, forholdsmessig (time for time) i den utstrekning deltakeren i kvalifiseringsprogrammet har inntektsgivende arbeid eller mottar lærlingelønn.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS Gjennomgang av Rundskriv 35 (Hovednr. 35) avdekker følgende spesifikke krav knyttet til § 37:

1. **Avkortning time for time:** Kvalifiseringsstønaden, omsorgsstønad og barnetillegg skal avkortes time for time for inntektsgivende arbeid eller læretid, uavhengig av om arbeidet foregår på dagtid, kveld, natt eller helg (Rundskriv 35, pkt. 4.37.1). *Krav: Prosedyre/beregning. Språk: Skal.*
2. **Sammenslåing til hele dager:** Ved utregning vil det være hensiktsmessig å slå sammen timene til hele dager før det trekkes fra utbetalingen, mens resttimer som utgjør mindre enn en dag ikke tas hensyn til (Rundskriv 35, pkt. 4.37.1). *Krav: Prosedyre. Språk: Bør/kan ("hensiktsmessig").*
3. **Unntak for visse inntekter:** Stønaden skal ikke reduseres på grunn av barnebidrag, arv, formue, tilbakebetalt skatt, feriepenger, engangsstønad ved fødsel eller inntekt fra arbeid utført før programstart (Rundskriv 35, pkt. 4.37.1). *Krav: Prosedyre. Språk: Skal ("gir ikke hjemmel").*
4. **Informasjon i vedtaket:** Vedtaket om kvalifiseringsstønad skal inneholde opplysning om at stønaden kan samordnes (avkortes) mot arbeidsinntekt mv. (Rundskriv 35, pkt. 4.37.1.1). *Krav: Dokumentasjon/prosedyre. Språk: Skal.*
5. **Administrativ beslutning og journalføring:** Reduksjon gjøres som en administrativ beslutning, og selve reduksjonen samt begrunnelsen for den skal fremgå av saken (Rundskriv 35, pkt. 4.37.1.1). *Krav: Dokumentasjon/prosedyre. Språk: Skal.*

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS Ingen av kravene utløser noen av de seks volumdrivende mekanismene (S, P, C, T, K, D). Beregning og samordning av ytelser mot lønn/timer er en helt standard administrativ oppgave. Det krever ingen spesialisert rolle (S), betinger ikke stordriftsfordeler gjennom prosedyrekontinuitet (P), og utløser ingen særskilt tverrfaglig koordineringsinfrastruktur (C). Det er heller ingen kvalitetsterskler som påvirkes av lavt saksantall (T), og kompetansen knyttet til å trekke timer opprettholdes som en del av grunnleggende økonomiforvaltning uten behov for høy frekvens (K). Kravene til dokumentasjon innebærer kun et notat i fagsystemet og et avsnitt i en vedtaksmal, og krever ikke særskilt back-office-apparat (D).

STEP 4 — OUTPUT FORMAT

Paragraph: 37 Requirement: Avkorte kvalifiseringsstønad og barnetillegg time for time ved inntektsgivende arbeid Source: Rundskriv 35, pkt. 4.37.1 Classification: Scale-neutral Reason: Beregning av reduksjon basert på medgått arbeidstid er en standard administrativ oppgave som et hvilket som helst kontor kan utføre. Mandatory: skal

Paragraph: 37 Requirement: Slå sammen timer til hele dager ved utregning av trekk Source: Rundskriv 35, pkt. 4.37.1 Classification: Scale-neutral Reason: Dette er kun en veiledende regnemetode for utbetaling som ikke påvirkes av kontorets størrelse. Mandatory: bor-kan

Paragraph: 37 Requirement: Unnta visse inntekter (som barnebidrag og tilbakebetalt skatt) fra reduksjonsgrunnlaget Source: Rundskriv 35, pkt. 4.37.1 Classification: Scale-neutral Reason: Å kjenne til og anvende konkrete unntaksregler for inntektsberegning krever ingen stordriftsfordeler. Mandatory: skal

Paragraph: 37 Requirement: Opplyse i vedtaket om at stønaden kan samordnes med arbeidsinntekt Source: Rundskriv 35, pkt. 4.37.1.1 Classification: Scale-neutral Reason: Inkludering av standardinformasjon i en vedtaksmal er uavhengig av saksomfang. Mandatory: skal

Paragraph: 37 Requirement: Fatte administrativ beslutning om reduksjon og dokumentere begrunnelsen i saken Source: Rundskriv 35, pkt. 4.37.1.1 Classification: Scale-neutral Reason: Å dokumentere en administrativ beslutning i kontorets fagsystem krever ikke dedikert merkantilt apparat. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The core obligation of this paragraph is to coordinate the qualification benefit (kvalifiseringsstønad) with other public benefits. The municipality must reduce the qualification benefit if the participant receives unemployment benefits, sickness benefits, or parental benefits, and it may claim reimbursement from retroactive payments of these benefits (or disability benefits) to cover its outlays for the same purpose and time period.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. **Requirement**: Reduce the qualification benefit krone-for-krone if the participant receives dagpenger, sykepenger, or foreldrepenger.
    - Source: Rundskriv 35, pkt. 4.38.1
    - Language: Mandatory (skal)
    - Demands: Procedures and calculation.
2. **Requirement**: Make a concrete assessment of whether there are objective grounds to temporarily interrupt or terminate the qualification program (and stop the benefit) if the participant applies for uføretrygd, arbeidsavklaringspenger (AAP), or overgangsstønad.
    - Source: Rundskriv 35, pkt. 4.38.1
    - Language: Mandatory (må foretas en konkret vurdering)
    - Demands: Procedures and individual assessment.
3. **Requirement**: Process reimbursement claims (refusjonskrav) in retroactive payments from the state (Arbeids- og velferdsetaten) to cover the municipality's outlays, following the procedural rules outlined in § 26.
    - Source: Rundskriv 35, pkt. 4.38.1
    - Language: Advisory (kan)
    - Demands: Procedures, coordination with state NAV, and documentation.

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS

1. *Reduce the qualification benefit*: This is a basic mathematical deduction based on system data regarding other benefits. No mechanisms triggered.
2. *Assess program continuation upon application for disability/AAP/OS*: This requires an individual assessment of whether the participant still has work as a realistic goal. No mechanisms triggered.
3. *Process reimbursement claims*: This involves sending a claim to state NAV before a retroactive payment is disbursed. While it requires administrative routines, it does not structurally demand a large scale or dedicated back-office. No mechanisms triggered.

STEP 4 — OUTPUT FORMAT

Paragraph: 38 Requirement: Reduksjon av kvalifiseringsstønad ved mottak av dagpenger, sykepenger eller foreldrepenger Source: Rundskriv 35, pkt. 4.38.1 Classification: Scale-neutral Reason: Making a krone-for-krone reduction based on the receipt of other standardized state benefits is a basic administrative calculation that does not require specialized capacity or volume to perform correctly. Mandatory: skal

Paragraph: 38 Requirement: Konkret vurdering av avbrudd eller avslutning av program ved søknad om uføretrygd, AAP eller overgangsstønad Source: Rundskriv 35, pkt. 4.38.1

Classification: Scale-neutral Reason: Assessing whether a participant still has work as a realistic goal after applying for health-related or transitional benefits is a standard individual assessment that any generalist case worker can perform regardless of office size. Mandatory: skal

Paragraph: 38 Requirement: Fremme refusjonskrav i etterbetalte ytelser fra folketrygden for å dekke kommunens utlegg Source: Rundskriv 35, pkt. 4.38.1 Classification: Scale-neutral Reason: Sending a standardized reimbursement claim to the state NAV administration before a retroactive payment is disbursed is a basic procedural task that does not depend on a high volume of cases to function. Mandatory: bor-kan

STEP 1 — STATE THE CORE OBLIGATION The municipality must pay the qualification benefit (kvalifiseringsstønad) in arrears based on registered attendance, and must establish a system or procedure determining how and when these payments are made.

STEP 2, 3, AND 4 — ANALYSIS OF REQUIREMENTS

Paragraph: 39 Requirement: Register attendance as the basis for payment in arrears. Source: Rundskriv 35, section 4.39.1 Classification: Scale-neutral Reason: Tracking and logging attendance can be accomplished using simple timesheets or basic digital forms without requiring a specialized administrative apparatus. Mandatory: skal

Paragraph: 39 Requirement: Reduce the qualification benefit proportionally for invalid absence. Source: Rundskriv 35, section 4.39.1 Classification: Scale-neutral Reason: Calculating a proportional reduction based on reported hours of invalid absence is a basic administrative task manageable at any office size. Mandatory: skal

Paragraph: 39 Requirement: Secure the participant's livelihood (e.g., via economic social assistance) until the first arrear payment of the qualification benefit is made. Source: Rundskriv 35, section 4.39.1 Classification: Scale-neutral Reason: Assessing the need for and bridging income gaps with standard economic assistance is a core, high-frequency function of any generalist NAV office. Mandatory: bor-kan

Paragraph: 39 Requirement: Process the benefit correctly as taxable and pensionable income with an intermediate national insurance rate, avoiding employer tax (arbeidsgiveravgift), and applying specific tax-free (June) and half-tax (December) rules. Source: Rundskriv 35, section 4.39.1 Classification: Volume-sensitive Mechanism: K Justification: Configuring the municipal payroll system for a non-employee with these highly specific tax and pension parameters requires back-office accounting competence that decays if a small municipality only processes a KVP participant once every few years. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 40 gives the municipality the authority to deduct overpaid qualification benefits (kvalifiseringsstønad) from future payments. If the overpayment is due to a municipal error, the municipality must assess if a deduction is reasonable. If the overpayment occurred because the recipient provided incorrect or withheld information, the municipality is required to apply the rules for repayment outlined in § 23.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. **Assess the reasonableness of direct deductions for municipal errors**: The NAV office must assess whether it is reasonable to recover overpayments by directly deducting them from future benefits, ensuring that the deduction does not place the participant in a situation where they cannot cover necessary expenses.
    - Source: Rundskriv 35, Section 4.40.1.2
    - Language: Mandatory ("må imidlertid vurdere")
    - Demands in practice: Procedure and individual assessment
2. **Process repayment claims due to false information as an administrative decision**: If the overpayment is due to false information, the NAV office must handle the repayment claim as an administrative decision (enkeltvedtak) with the right to appeal to the County Governor (Statsforvalteren).
    - Source: Rundskriv 35, Section 4.40.1.3
    - Language: Mandatory ("er et enkeltvedtak")
    - Demands in practice: Formal procedure and documentation

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS

1. **Assess the reasonableness of direct deductions**: This requires a standard discretionary assessment of a person's financial situation. It does not trigger any of the mechanisms (S, P, C, T, K, D) as it is a routine task any generalist caseworker can perform regardless of caseload volume.
2. **Process repayment claims due to false information as an administrative decision**: Making a formal decision (enkeltvedtak) to reclaim money is a fundamental administrative task that relies on generalist legal competence. It does not require specialized roles, complex coordination, or volume-dependent procedures.

STEP 4 — OUTPUT FORMAT

Paragraph: 40 Requirement: Assess the reasonableness and financial consequences of deducting overpaid qualification benefits from future payments. Source: Rundskriv 35, Section 4.40.1.2 Classification: Scale-neutral Reason: Assessing a recipient's financial capacity before executing a deduction is a standard discretionary task that does not require high volume or specialized roles to perform. Mandatory: skal

Paragraph: 40 Requirement: Process claims for repayment of qualification benefits due to false information as a formal administrative decision (enkeltvedtak). Source: Rundskriv 35, Section 4.40.1.3 Classification: Scale-neutral Reason: Processing a repayment claim as an

administrative decision according to general administrative law principles is a standard bureaucratic procedure independent of office size. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality must ensure that the processing of cases regarding social services complies with the Public Administration Act (forvaltningsloven), subject to the specific special rules outlined in the Social Services Act. Furthermore, the municipality is obligated to treat all decisions regarding the allocation of social services as individual decisions (enkeltvedtak), meaning they must follow strict procedural requirements for formulation, notification, justification, and appeals.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

- Requirement 1: Provide information, guidance, and assistance with applying, as well as write down oral applications.
    - Source: Rundskriv 35, Section 5.41.2.2
    - Language: Mandatory (skal/har plikt til)
    - Demands in practice: Procedures, documentation
- Requirement 2: Facilitate the exchange of confidential information in a shielded/private location.
    - Source: Rundskriv 35, Section 5.41.2.2
    - Language: Mandatory (har plikt til)
    - Demands in practice: Dedicated capacity (physical space)
- Requirement 3: Ensure the case is as well-illuminated as possible before making a decision (utredningsplikt) and ensure information is documented in writing.
    - Source: Rundskriv 35, Section 5.41.2.3
    - Language: Mandatory (skal)
    - Demands in practice: Documentation, procedures
- Requirement 4: Assess all applications individually and provide concrete, written justifications for all decisions (both approvals and rejections).
    - Source: Rundskriv 35, Section 5.41.2.4
    - Language: Mandatory (skal)
    - Demands in practice: Documentation, competence
- Requirement 5: Obtain valid (informed, explicit, voluntary) consent from the service recipient when gathering information on their behalf.
    - Source: Rundskriv 35, Section 5.41.2.5
    - Language: Mandatory (må/skal)
    - Demands in practice: Documentation, procedures
- Requirement 6: Treat all decisions regarding the allocation of social services as individual decisions (enkeltvedtak) and inform the recipient about the right to appeal, the appeal process, and the deadline.
    - Source: Rundskriv 35, Section 5.41.2.6 and 5.41.2.8
    - Language: Mandatory (skal)
    - Demands in practice: Procedures, documentation
- Requirement 7: Provide alternative ways to access services (e.g., via phone, mail, or off-site meetings) for users who are banned/excluded from the physical NAV office for

security reasons.

    - Source: Rundskriv 35, Section 5.41.2.9
    - Language: Mandatory (skal/må)
    - Demands in practice: Procedures, coordination

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS

- Requirement 1 (Information and application assistance): No mechanisms triggered. This is a fundamental front-line capability.
- Requirement 2 (Shielded location): No mechanisms triggered. Requires a closed room, not scale.
- Requirement 3 (Utredningsplikt and written documentation): No mechanisms triggered. Basic administrative duty.
- Requirement 4 (Individual assessment and justification): No mechanisms triggered. Generic legal duty.
- Requirement 5 (Obtaining valid consent): No mechanisms triggered. Basic procedural step.
- Requirement 6 (Processing as enkeltvedtak): No mechanisms triggered. Fundamental public administration duty applicable to all offices.
- Requirement 7 (Alternative service for banned users): No mechanisms triggered. Exclusions are rare and alternative contact can be arranged ad-hoc without requiring specialized infrastructure.

STEP 4 — OUTPUT FORMAT

Paragraph: 41 Requirement: Provide information, guidance, and assistance with applications Source: Rundskriv 35, Section 5.41.2.2 Classification: Scale-neutral Reason: Assisting users with inquiries and applications is a fundamental front-line task that any caseworker can perform regardless of office size. Mandatory: skal

Paragraph: 41 Requirement: Ensure confidential information is exchanged in a shielded location Source: Rundskriv 35, Section 5.41.2.2 Classification: Scale-neutral Reason: Providing a closed room or private area for confidential conversations requires basic physical facilities, not high operational volume. Mandatory: skal

Paragraph: 41 Requirement: Ensure cases are well-illuminated and documented in writing Source: Rundskriv 35, Section 5.41.2.3 Classification: Scale-neutral Reason: Clarifying case facts and writing down oral statements are standard administrative procedures that do not depend on case throughput. Mandatory: skal

Paragraph: 41 Requirement: Assess applications individually and provide written justifications Source: Rundskriv 35, Section 5.41.2.4 Classification: Scale-neutral Reason: Writing individual justifications for decisions is a generic legal obligation that any office must handle regardless of its total caseload. Mandatory: skal

Paragraph: 41 Requirement: Obtain informed, explicit, and voluntary consent Source: Rundskriv 35, Section 5.41.2.5 Classification: Scale-neutral Reason: Securing and

documenting user consent is a basic procedural step that does not require specialized or large-scale operational conditions. Mandatory: skal

Paragraph: 41 Requirement: Process service allocations as individual decisions (enkeltvedtak) Source: Rundskriv 35, Section 5.41.2.6 Classification: Scale-neutral Reason: Following formal public administration rules for notifications and appeals is a universal statutory requirement manageable at any scale. Mandatory: skal

Paragraph: 41 Requirement: Facilitate alternative service delivery for banned users Source: Rundskriv 35, Section 5.41.2.9 Classification: Scale-neutral Reason: Arranging alternative contact methods (e.g., phone or off-site meetings) for the rare cases of excluded users can be handled ad-hoc without structural scale. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality must ensure that the service offering is shaped in cooperation with the service recipient as far as possible, placing great emphasis on the recipient's own views, needs, and prerequisites throughout the entire case processing.

STEP 2, 3, 4 — REQUIREMENTS EVALUATION

Paragraph: § 42 Requirement: Facilitate user participation by adapting all information to the recipient's prerequisites, creating space for dialogue, and utilizing relational competence to build trust. Source: Rundskriv 35, pkt. 5.42.2 Classification: Scale-neutral Reason: Basic relational competence, clear communication, and dialogue facilitation are fundamental case processing skills that any employee can execute regardless of the office size. Mandatory: skal

Paragraph: § 42 Requirement: Provide an interpreter for service recipients who need it, and explicitly refrain from using the recipient's children as interpreters. Source: Rundskriv 35, pkt. 5.42.2 Classification: Scale-neutral Reason: Interpreters can be booked on a per-case basis, often via telephone or video, meaning access to this service does not depend on local office case volume. Mandatory: skal

Paragraph: § 42 Requirement: Ensure that multiple service recipients involved in the same case (e.g., spouses applying for financial assistance) are individually given relevant information and the opportunity to express themselves. Source: Rundskriv 35, pkt. 5.42.2 Classification: Scale-neutral Reason: Involving all adult parties in a household in the dialogue is a standard administrative procedure that does not require scale. Mandatory: skal

Paragraph: § 42 Requirement: Allow service recipients the right to be represented by a proxy or a lawyer, provided a written power of attorney is presented. Source: Rundskriv 35, pkt. 5.42.2 Classification: Scale-neutral Reason: Processing a power of attorney and communicating with a legal representative is a standard task that does not depend on case volume. Mandatory: skal

Paragraph: § 42 Requirement: Facilitate participation for users with special needs by conducting meetings outside the NAV office, such as engaging in outreach activities (oppsøkende virksomhet) for marginalized youth. Source: Rundskriv 35, pkt. 5.42.2 Classification: Volume-sensitive Mechanism: S Justification: Establishing and maintaining dedicated outreach methodologies and capacity for specific demographic groups (like marginalized youth) requires a critical mass of target users that a small municipality is likely to lack. Mandatory: bor-kan

STEP 1 — STATE THE CORE OBLIGATION This paragraph requires the municipality to ensure that cases are sufficiently investigated before decisions are made, and to gather necessary information primarily in cooperation with the service recipient or with their informed consent.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

- Ensure the case is as well illuminated as possible before a decision is made (Rundskriv 35, Section 5.43.1). Mandatory (skal). Demands procedures.
- Obtain information in cooperation with the service recipient or with their consent (Rundskriv 35, Section 5.43.1). Mandatory (skal). Demands procedures.
- Do not gather more information than necessary for the case (Rundskriv 35, Section 5.43.2.1). Mandatory (skal ikke). Demands procedures.
- Do not routinely demand bank statements from applicants (Rundskriv 35, Section 5.43.2.2). Mandatory (kan ikke). Demands procedures.
- Document all information in the case in writing (Rundskriv 35, Section 5.43.2.3). Mandatory (skal). Demands documentation.
- Document oral information obtained from cooperation partners by recording it in the case files (Rundskriv 35, Section 5.43.2.3). Mandatory (skal). Demands documentation.
- Limit the use of standardized lists of documentation requirements unless customized to the individual applicant (Rundskriv 35, Section 5.43.2.3). Mandatory (skal kun). Demands procedures.

STEP 3 & 4 — TEST EACH REQUIREMENT AND OUTPUT FORMAT

Paragraph: 43 Requirement: Ensure the case is as well illuminated as possible before making a decision. Source: Rundskriv 35, Section 5.43.1 Classification: Scale-neutral Reason: Evaluating what information is necessary and sufficient to process a case is a fundamental legal skill that any caseworker can perform regardless of office size. Mandatory: skal

Paragraph: 43 Requirement: Obtain information in cooperation with the service recipient, or with their consent. Source: Rundskriv 35, Section 5.43.1 Classification: Scale-neutral Reason: Involving the user in the information-gathering process and asking for consent are standard case processing steps manageable at any scale. Mandatory: skal

Paragraph: 43 Requirement: Do not gather more information than necessary for the case. Source: Rundskriv 35, Section 5.43.2.1 Classification: Scale-neutral Reason: Assessing relevance and limiting the scope of information gathering is a standard administrative assessment independent of caseload volume. Mandatory: skal

Paragraph: 43 Requirement: Do not routinely demand bank statements (kontoutskrift) for all applicants. Source: Rundskriv 35, Section 5.43.2.2 Classification: Scale-neutral Reason: Evaluating the necessity of specific intrusive documentation is an individual assessment that does not require scale. Mandatory: skal

Paragraph: 43 Requirement: Ensure all information in the case is documented in writing. Source: Rundskriv 35, Section 5.43.2.3 Classification: Scale-neutral Reason: Keeping

written records of case information is a basic administrative task that does not depend on the scale or volume of the office. Mandatory: skal

Paragraph: 43 Requirement: Document oral information obtained from cooperation partners by recording it in the case files. Source: Rundskriv 35, Section 5.43.2.3 Classification: Scale-neutral Reason: Writing down notes from phone calls or meetings is a standard administrative procedure manageable at any scale. Mandatory: skal

Paragraph: 43 Requirement: Avoid using standardized lists of documentation requirements unless it is clearly specified which documents the individual recipient must obtain. Source: Rundskriv 35, Section 5.43.2.3 Classification: Scale-neutral Reason: Customizing documentation requests to the individual applicant is a qualitative task that any caseworker can do regardless of caseload volume. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 43 a provides the explicit legal authority for the municipality, the County Governor, the Norwegian Board of Health Supervision, and the Directorate of Labour and Welfare to process personal data, including special categories of personal data under GDPR Articles 9 and 10, when necessary to perform tasks under the Social Services Act.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

- Lawful processing of personal data: Ensuring all processing of personal data has a valid legal basis supplementing the GDPR to carry out tasks under the Act (Rundskriv 35, pkt 5.43a.1). Mandatory (skal). Demands procedures and documentation.
- Unified privacy and security planning: Developing a comprehensive security plan that fulfills both state and municipal statutory requirements regarding privacy, confidentiality, and information security (Veileder til partnerskapsavtalen, pkt 3.3). Mandatory (skal). Demands coordination and dedicated capacity.
- Safeguarding children's privacy: Limiting the storage of personal data about children, documenting neutrally, and ensuring systems can retrieve children's data from their parents' cases to uphold their right of access (Barnets beste - veileder for deg som jobber i NAV, kap. 6). Mandatory (skal). Demands procedures and methodology.

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS

- Lawful processing of personal data: Scale-neutral. Relying on the established legal basis under national law to process data does not require structural adjustments or volume to function.
- Unified privacy and security planning: Triggers C (Coordination infrastructure). Reconciling and detailing the distinct privacy and IT compliance regimes of two different owners (the state and the municipality) requires dedicated coordination and administrative resources.
- Safeguarding children's privacy: Scale-neutral. Writing neutral case notes and utilizing provided IT systems to retrieve data for access requests are standard casework procedures applicable to any office size.

STEP 4 — OUTPUT FORMAT

Paragraph: 43 a Requirement: Ensure all processing of personal data has a legal basis as explicitly provided to carry out tasks under the Act Source: Rundskriv Hovednr. 35, pkt 5.43a.1 Classification: Scale-neutral Reason: The provision simply establishes the necessary legal basis under national law to supplement the GDPR, allowing any office regardless of size to lawfully process required data. Mandatory: skal

Paragraph: 43 a Requirement: Develop and detail a comprehensive security and preparedness plan that fulfills both state and municipal statutory requirements regarding privacy and information security Source: Veileder til partnerskapsavtalen, pkt 3.3 Classification: Volume-sensitive Mechanism: C Justification: Harmonizing the distinct privacy, information security, and IT compliance regimes of two different owners (state and municipality) into a unified local plan requires dedicated coordination infrastructure that small generalist offices typically lack. Mandatory: skal

Paragraph: 43 a Requirement: Limit the storage of personal data about children, ensure neutral descriptions, and ensure systems can retrieve children's data from parents' cases to safeguard children's right of access Source: Barnets beste - veileder for deg som jobber i NAV, kap. 6 Classification: Scale-neutral Reason: Writing neutral case notes and utilizing the existing IT systems to retrieve data are standard casework practices that do not depend on the scale of the office operations. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 44 requires anyone performing service or work for the municipality under the Social Services Act to observe a strict duty of confidentiality regarding personal matters. This explicitly includes keeping secret the fact that a person is a service recipient. The paragraph outlines the absolute boundaries for when and how confidential information can be shared internally, with other public agencies, or with the police and correctional services, either via informed consent or specific legal exemptions.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. **Requirement**: Use anonymization to share or discuss cases without violating confidentiality.
    - **Source**: Rundskriv 35, pkt 5.44.2.6.3 and 5.45.2.4
    - **Language**: Mandatory (skal) when exemptions do not apply.
    - **Demands in practice**: Methodology and procedures to completely strip cases of recognizable traits during internal presentations, discussions, or inter-agency consultations (e.g., anonymous discussions with child welfare).
2. **Requirement**: Execute highly secure handling of cases involving individuals with protected addresses (Code 6/7).
    - **Source**: Rundskriv 35, pkt 2.3.2.1
    - **Language**: Mandatory (skal)
    - **Demands in practice**: Dedicated capacity and specialized procedures to ensure that the handling of the case is strictly shielded and location data is never leaked.
3. **Requirement**: Assess complex legal thresholds for sharing confidential information with other authorities (e.g., Police, Correctional Services) without consent.
    - **Source**: Rundskriv 35, pkt 5.44.2.6.7 and 5.44.2.6.8
    - **Language**: Advisory/Mandatory (bor-kan / skal)
    - **Demands in practice**: Competence to conduct legal assessments under the Public Administration Act (§ 13b) to determine if sharing is strictly necessary, proportional, and legally sound to promote the municipality's tasks.
4. **Requirement**: Obtain informed, explicit, and voluntary consent to share information.
    - **Source**: Rundskriv 35, pkt 5.44.2.6.2
    - **Language**: Mandatory (skal)
    - **Demands in practice**: Procedures to ensure the user understands exactly what information is shared, with whom, and the consequences, documented properly.
5. **Requirement**: Limit internal access to confidential information based on work tasks.
    - **Source**: Rundskriv 35, pkt 5.44.2.6.6
    - **Language**: Mandatory (skal)
    - **Demands in practice**: Coordination and procedures to restrict file access so that confidential information is not spread wider than necessary internally for daily work.

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS

1. *Anonymization for case discussions*: Triggers **T (Threshold-Dependent Quality)**. The guidelines explicitly state that in small Nav offices or small municipalities, details can easily be traced back to the individual, making the anonymization exception illegal to use.
2. *Protected addresses (Code 6/7)*: Triggers **K (Competence Sustainability)**. The rarity of Code 6/7 cases in a small municipality makes it difficult to maintain the required rigorous security competence and awareness without practice.
3. *Legal exceptions assessment*: Triggers **K (Competence Sustainability)**. Assessing strict legal thresholds for overriding confidentiality requires specialized legal competence that decays without regular exposure to such dilemmas.
4. *Obtaining consent*: Triggers no volume mechanisms. Scale-neutral.
5. *Internal access limits*: Triggers no volume mechanisms. Scale-neutral.

STEP 4 — OUTPUT FORMAT

Paragraph: § 44 Requirement: Use anonymization for case discussions or anonymous consultations (e.g., with child welfare). Source: Rundskriv 35, pkt 5.44.2.6.3 and 5.45.2.4 Classification: Volume-sensitive Mechanism: T Justification: In a municipality under 10,000 inhabitants, anonymizing specific client details during case discussions is structurally impossible because local professionals will easily deduce the identity, completely invalidating this legal tool. Mandatory: skal

Paragraph: § 44 Requirement: Execute highly secure handling of cases involving individuals with strictly protected addresses (Code 6/7). Source: Rundskriv 35, pkt 2.3.2.1 Classification: Volume-sensitive Mechanism: K Justification: A small generalist office will encounter cases involving high-threat address protection so rarely that maintaining the strict, specialized procedural competence to ensure zero leakage is structurally unsustainable. Mandatory: skal

Paragraph: § 44 Requirement: Assess legal thresholds for sharing confidential information with other agencies without consent. Source: Rundskriv 35, pkt 5.44.2.6.7 and 5.44.2.6.8 Classification: Volume-sensitive Mechanism: K Justification: Navigating the complex legal boundaries of when the municipality is permitted to override confidentiality requires specialized legal competence that decays without regular exposure to such dilemmas. Mandatory: bor-kan

Paragraph: § 44 Requirement: Obtain informed, explicit, and voluntary consent to share information. Source: Rundskriv 35, pkt 5.44.2.6.2 Classification: Scale-neutral Reason: Any office, regardless of size, can routinely explain the purpose of sharing information and obtain a written consent form from the service recipient. Mandatory: skal

Paragraph: § 44 Requirement: Limit internal access to confidential information based on work tasks (access control). Source: Rundskriv 35, pkt 5.44.2.6.6 Classification: Scale-neutral Reason: Ensuring that only relevant employees have access to specific files is a standard administrative principle that can be managed in any office size. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION This paragraph requires anyone performing services or work under the Social Services Act to be attentive to conditions that may necessitate child welfare interventions. It imposes a strict, personal duty to report to the child welfare services without undue delay if there is reason to believe a child is subjected to severe neglect, abuse, life-threatening health issues without treatment, severe behavioral problems, or human trafficking. It also mandates providing information to the child welfare authorities when formally ordered to do so.

STEP 2, 3, AND 4 — REQUIREMENTS AND CLASSIFICATION

Paragraph: 45 Requirement: Be attentive to conditions that may lead to child welfare measures and possess knowledge of the child welfare service's general support measures. Source: Rundskriv 35, pkt. 5.45.2.1 Classification: Scale-neutral Reason: Being observant and having basic knowledge of available municipal family support measures is a fundamental expectation of any social worker, regardless of office size. Mandatory: skal

Paragraph: 45 Requirement: Investigate concerns about a child's situation through conversations with the parents to explore solutions. Source: Rundskriv 35, pkt. 5.45.2.1 Classification: Scale-neutral Reason: Conducting a clarifying conversation with a service recipient is a standard case-management action that scales down perfectly to a single employee. Mandatory: skal

Paragraph: 45 Requirement: Report concerns of severe neglect, abuse, behavioral problems, or human trafficking to the child welfare services without undue delay. Source: Rundskriv 35, pkt. 5.45.2.2 Classification: Scale-neutral Reason: This is a direct, personal statutory duty that simply requires transmitting an observed concern to the responsible agency. Mandatory: skal

Paragraph: 45 Requirement: Develop internal routines for how the duty to report to child welfare services should be handled. Source: Rundskriv 35, pkt. 5.45.2.2 Classification: Scale-neutral Reason: Writing a standard internal procedure for reporting is a basic administrative task that can be done by any office regardless of its size. Mandatory: bør

Paragraph: 45 Requirement: Provide information to the child welfare services upon formal order. Source: Rundskriv 35, pkt. 5.45.2.3 Classification: Scale-neutral Reason: Replying to a specific legal order from an authority is a reactive administrative task that any office can fulfill regardless of scale. Mandatory: skal

Paragraph: 45 Requirement: Conduct anonymous discussions with the child welfare service for advice on handling situations or assessing the threshold for reporting. Source: Rundskriv 35, pkt. 5.45.2.4 Classification: Scale-neutral Reason: Making a phone call to a professional in another agency for advice is a simple action that requires no structural capacity or scale. Mandatory: kan

Paragraph: 45 Requirement: Establish forums, arenas, and fixed collaboration meetings with the child welfare service on a system level. Source: Retningslinjer for samarbeid mellom barnevernstjenesten og Nav-kontoret, section "Samarbeid på systemnivå" Classification: Volume-sensitive Mechanism: C — Coordination infrastructure Justification: Maintaining fixed cross-agency meetings and structural collaboration arenas assumes a steady flow of

overlapping cases that justifies dedicating administrative time to formal system-level coordination. Mandatory: bør

STEP 1 — STATE THE CORE OBLIGATION If a municipality decides to let an elected political body (folkevalgt organ) handle individual cases under the Social Services Act, this paragraph requires that the body must consist of exactly three to five members. Establishing such a body is entirely voluntary for the municipality.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS Based on Rundskriv 35, Section 5.46.1:

1. **Ensure the elected body consists of three to five members (if established)**
    - Source: Rundskriv 35, Section 5.46.1
    - Language: Mandatory (skal - conditional on the municipality choosing to establish the body)
    - What it demands in practice: Procedures for appointing a specific number of political committee members.
2. **Follow the Local Government Act (kommuneloven) for establishment and case processing**
    - Source: Rundskriv 35, Section 5.46.1
    - Language: Mandatory (skal - conditional on establishment)
    - What it demands in practice: Procedures and administrative coordination to ensure the political body follows standard municipal governance rules.
3. **Ensure decisions can still be appealed to the County Governor (Statsforvalteren)**
    - Source: Rundskriv 35, Section 5.46.1
    - Language: Mandatory (skal / kan påklages)
    - What it demands in practice: Procedures for handling appeals and forwarding cases to the County Governor, regardless of whether the case was handled by the elected body or the administration.

STEP 3 & 4 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS AND OUTPUT FORMAT

Paragraph: 46 Requirement: Ensure the elected body consists of three to five members if established. Source: Rundskriv 35, Section 5.46.1 Classification: Scale-neutral Reason: Appointing three to five politicians to a specific committee is a standard democratic and administrative task that any municipality, regardless of its size, has the capacity to fulfill. Mandatory: skal

Paragraph: 46 Requirement: Follow the Local Government Act (kommuneloven) for establishing and processing cases in the elected body. Source: Rundskriv 35, Section 5.46.1 Classification: Scale-neutral Reason: Adhering to standard municipal laws for organizing political committees is a basic administrative function that does not depend on caseload volume or office scale. Mandatory: skal

Paragraph: 46 Requirement: Ensure decisions handled by the elected body can be appealed to the County Governor. Source: Rundskriv 35, Section 5.46.1 Classification: Scale-neutral

Reason: Forwarding an appeal to the County Governor is a standardized routine procedure that any office can perform regardless of its size. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION The municipality must ensure that all individual decisions (enkeltvedtak) made under the Social Services Act can be appealed to the County Governor (Statsforvalteren). This includes receiving the appeal, assisting the user if necessary, reassessing the case, and either issuing a new decision or forwarding the appeal to the County Governor.

STEP 2, 3, AND 4 — ASSOCIATED REQUIREMENTS AND CLASSIFICATION

Paragraph: 47 Requirement: Inform about appeal rights in individual decisions Source: Rundskriv 35, 5.47.1 Classification: Scale-neutral Reason: Providing standard written information about the appeal body, procedures, and deadlines in decision letters requires no specific organizational scale. Mandatory: skal

Paragraph: 47 Requirement: Assist users in formulating complaints Source: Rundskriv 35, 5.47.1 Classification: Scale-neutral Reason: Assisting a user with writing an appeal is a core administrative duty that any caseworker can perform regardless of office size. Mandatory: skal

Paragraph: 47 Requirement: Maintain management systems for complaint processing Source: Rundskriv 35, 5.47.1 Classification: Scale-neutral Reason: The requirement to have management systems to ensure proper and legal complaint handling applies to all municipalities and scales down to simple oversight in small offices. Mandatory: skal

Paragraph: 47 Requirement: Review, investigate, and process appeals without undue delay Source: Rundskriv 35, 5.47.2.1 Classification: Scale-neutral Reason: Reassessing a case and correcting potential errors based on a submitted complaint is a standard casework procedure that does not depend on a high volume of cases. Mandatory: skal

Paragraph: 47 Requirement: Handle urgent appeals the same day and cover needs during processing Source: Rundskriv 35, 5.47.2.1 Classification: Scale-neutral Reason: Reprioritizing tasks to handle an acute emergency complaint same-day is expected of any generalist office and does not require dedicated emergency response teams. Mandatory: skal

Paragraph: 47 Requirement: Guide users on correct appeal body for overlapping state/municipal decisions Source: Rundskriv 35, 5.47.2.3 Classification: Scale-neutral Reason: Providing correct procedural information about state versus municipal appeal bodies (e.g., NAV Klage og anke vs. Statsforvalteren) is a fundamental legal competency requirement, not a volume-dependent function. Mandatory: skal

Paragraph: 47 Requirement: Process general service complaints via management Source: Rundskriv 35, 5.47.2.4 Classification: Scale-neutral Reason: Forwarding general complaints regarding service execution or delays to the office leader for a response is a basic administrative routing task applicable to any office size. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 48 primarily defines the authority of the County Governor (Statsforvalteren) in appeal cases. For the municipality, the core obligation is to accept and comply with the outcome of the County Governor's review. This includes executing the final decisions, re-processing cases that are annulled and returned for a new assessment, and implementing any temporary measures ordered by the County Governor to cover immediate needs.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. Comply with the County Governor's decision in the appeal case.
- Source: Rundskriv 35, punkt 5.48.1
- Language: Mandatory (skal/plikt)
- Demands in practice: Procedures to implement the County Governor's final decision.
2. Re-process the case if the County Governor annuls the decision and sends it back.
- Source: Rundskriv 35, punkt 5.48.1
- Language: Mandatory (skal)
- Demands in practice: Casework procedures to conduct a new assessment and issue a new decision.
3. Implement temporary measures to cover immediate needs if ordered.
- Source: Rundskriv 35, punkt 5.48.1
- Language: Mandatory (må/skal)
- Demands in practice: Procedures and dedicated capacity to immediately provide temporary emergency assistance.

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS

- Comply with the County Governor's decision: No mechanisms triggered. Implementing an appellate decision is a standard administrative task.
- Re-process the case: No mechanisms triggered. Generalist caseworkers handle new assessments as part of regular operations.
- Implement temporary measures: No mechanisms triggered. Any office, regardless of size, must have the basic capacity to provide immediate emergency relief.

STEP 4 — OUTPUT FORMAT

Paragraph: 48 Requirement: Comply with the County Governor's appeal decision Source: Rundskriv 35, punkt 5.48.1 Classification: Scale-neutral Reason: Executing an appellate body's decision is a standard administrative procedure that does not depend on caseload volume or require specialized infrastructure. Mandatory: skal

Paragraph: 48 Requirement: Re-process the case if annulled and sent back Source: Rundskriv 35, punkt 5.48.1 Classification: Scale-neutral Reason: Conducting a new assessment of a returned case is a fundamental casework function that can be performed in any office regardless of size. Mandatory: skal

Paragraph: 48 Requirement: Implement temporary measures to cover immediate needs if ordered Source: Rundskriv 35, punkt 5.48.1 Classification: Scale-neutral Reason: Providing immediate temporary assistance is a basic emergency duty that does not require continuous throughput or dedicated specialist roles. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION This paragraph gives municipalities the right to demand that the County Governor (Statsforvalteren) resolves disputes between them regarding responsibility for a service recipient under § 3. Furthermore, it requires that the involved municipalities ensure the service recipient does not suffer or miss out on necessary services while the dispute is being settled.

STEP 2, 3 & 4 — ASSOCIATED REQUIREMENTS AND CLASSIFICATION

Paragraph: 49 Requirement: Ensure the service recipient does not suffer as a result of the disagreement between municipalities. Source: Rundskriv 35, pkt 5.49.1 Classification: Scale-neutral Reason: Providing necessary interim social services to a user is a fundamental operational duty of any Nav office, regardless of its size. Mandatory: skal

Paragraph: 49 Requirement: Gather all relevant information and comment on the opposing municipality's submissions during the dispute. Source: Rundskriv 35, pkt 5.49.1 Classification: Scale-neutral Reason: Compiling case information and writing a legal/administrative statement is a standard bureaucratic task that does not require high caseloads to maintain competence. Mandatory: skal

Paragraph: 49 Requirement: The decision to raise a dispute must be formally made by the municipal council or through delegated authority. Source: Rundskriv 35, pkt 5.49.1 Classification: Scale-neutral Reason: Municipal governance and the delegation of authority are standard administrative procedures present and functional in all municipalities. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION This paragraph requires the municipality to fulfill and implement a decision made by a state administrative body (such as the County Governor/Statsforvalteren) that grants a private party the right to social services, even if the municipality successfully sues the state and a court subsequently declares the decision invalid. The municipality is only permitted to reverse the decision to the detriment of the private party if the invalidity was directly caused by the private party (or someone acting on their behalf) intentionally or through gross negligence providing incorrect information or withholding information.

STEP 2, 3, AND 4 — LIST, TEST, AND FORMAT ALL ASSOCIATED REQUIREMENTS

Paragraph: § 49 a Requirement: Fulfill state administrative body decisions granting rights to a private party, even if a court later declares the decision invalid. Source: Rundskriv 35, section 5.49a.1 Classification: Scale-neutral Reason: Implementing a service or executing a payout that has already been decided upon by a higher authority is a standard administrative action that does not depend on caseload volume or specialized infrastructure. Mandatory: skal

Paragraph: § 49 a Requirement: Only reverse the invalid decision to the detriment of the private party if it is proven that they intentionally or with gross negligence provided incorrect information or withheld information. Source: Rundskriv 35, section 5.49a.1 Classification: Scale-neutral Reason: Assessing a user's intent or gross negligence in providing incorrect information is a standard legal assessment that any office can perform regardless of its size. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION This paragraph establishes the legal date of entry into force for the Social Services Act. It specifies that the provisions regarding the qualification programme (kvalifiseringsprogram) and qualification benefit (kvalifiseringsstønad) apply to all municipalities in the country from January 1, 2010, in conjunction with the establishment of joint local offices (NAV offices) between the Labour and Welfare Administration and the municipalities.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS

1. **Application of the law and qualification programme**
    - Source: sosialtjenesteloven § 50 / Rundskriv § 50
    - Language: Mandatory (gjelder for alle landets kommuner / applies to all the country's municipalities)
    - What it demands in practice: This is a purely legal commencement provision dictating that the municipality must follow the act and provide the qualification programme from the specified date.

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS

1. **Application of the law and qualification programme**
    - No mechanisms triggered. This is a standard commencement and implementation clause. The administrative constraints of establishing a joint NAV office and providing the qualification programme are regulated by other substantive paragraphs (like NAV-loven §§ 13-14 and sosialtjenesteloven § 29), not by the entry-into-force clause itself.

STEP 4 — OUTPUT FORMAT

Paragraph: 50 Requirement: The provisions of the law, including the qualification programme, apply to all municipalities from January 1, 2010. Source: sosialtjenesteloven § 50 Classification: Scale-neutral Reason: This is a legal commencement provision establishing the effective date of the law, which is a purely formal requirement that applies equally regardless of the municipality's scale. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 51 does not impose any active, ongoing operational obligations on the municipality. It is a transitional provision that solely grants the King (the Government) the authority to issue regulations regarding how the new Social Services Act should apply to decisions already made, or cases currently being processed, under the older laws that were repealed by this Act.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS A review of the sources (including *Rundskriv til § 51*) reveals no specific normative guidelines, procedures, or documentation demands directed at the municipality. The only implicit requirement is to apply the law in accordance with any transitional regulations the King may have issued.

- Source: Sosialtjenesteloven § 51 and Rundskriv til § 51
- Language: Mandatory (implicit, if transitional regulations are given)
- What it demands in practice: Basic legal application of transitional rules.

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS The basic application of transitional rules does not trigger any of the volume-sensitive mechanisms (Specialization, Procedural Continuity, Coordination Infrastructure, Threshold-Dependent Quality, Competence Sustainability, or Documentation Apparatus).

STEP 4 — OUTPUT FORMAT

Paragraph: 51 Requirement: Apply transitional regulations for decisions and pending cases under repealed laws Source: Sosialtjenesteloven § 51 / Rundskriv til § 51 Classification: Scale-neutral Reason: Adhering to transitional legal rules is a fundamental administrative and legal task that any office can perform regardless of its size. Mandatory: skal

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 51 a does not impose a direct, active obligation on the municipality. Instead, it provides the Ministry (Departementet) with the legal authority to issue temporary regulations that grant exceptions to specific sections of the Social Services Act (such as activity requirements, qualification programs, and refunds from the National Insurance Scheme) during an outbreak of a dangerous infectious disease. When such temporary regulations are issued, the municipality is obligated to adjust its operations and apply these exceptions in their case processing. Currently, there are no active requirements under this paragraph, as the temporary regulations issued during the Covid-19 pandemic expired on April 1, 2022.

STEP 2, 3 AND 4 — ASSOCIATED REQUIREMENTS AND SCALE ANALYSIS

Paragraph: § 51 a Requirement: Implement temporary legal exceptions to standard obligations (e.g., suspending activity requirements or adjusting qualification programs) when directed by Ministry regulations during an outbreak. Source: Rundskriv 35 pkt. 6.51a.1 Classification: Scale-neutral Reason: Pausing or altering standard case processing rules to comply with temporary national regulations is a standard administrative compliance task that scales proportionally with the number of cases and does not require large-scale infrastructure or continuous high volume. Mandatory: skal (when temporary regulations are active)

STEP 1 — STATE THE CORE OBLIGATION Paragraph § 52 (Endringer i andre lover) is a purely technical legislative provision. It details the amendments made to other laws upon the entry into force of the Social Services Act. It does not impose any operational duties, obligations, or requirements on the municipality.

STEP 2 — LIST ALL ASSOCIATED REQUIREMENTS There are no associated requirements for the municipality in this paragraph or in the supplementary normative instruments.

STEP 3 — TEST EACH REQUIREMENT AGAINST SIX MECHANISMS Not applicable, as there are no municipal requirements to test.

STEP 4 — OUTPUT FORMAT

Paragraph: 52 Requirement: No municipal requirements Source: sosialtjenesteloven § 52 Classification: Scale-neutral Reason: This is a purely technical legislative provision regarding amendments to other laws, imposing no operational duties on the municipality. Mandatory: skal