



Administrative Directive Memorandum

Section 1

Transmittal:	25-ADM-07
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	October 23, 2025
Subject:	Birth Allowance for Beginning Year (BABY) Benefit
Suggested Distribution:	Commissioners, Temporary Assistance Directors, SNAP Directors, HEAP Coordinators, Staff Development Coordinators, Fair Hearing Staff
Contact Person(s):	Temporary Assistance Bureau: (518) 474-9344 or tabureau@otda.ny.gov

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		18 NYCRR § 352.7(l)	SSL § 131-a(5)(f-1)		

Section 2

I. Summary

This Administrative Directive Memorandum (ADM) advises social services districts (districts) of a policy change enacted in Part Q of Chapter 56 of the Laws of 2025 and Subdivision (l) of § 352.7 of Title 18 NYCRR which allows for a one-time benefit of \$1,800 per child born to an individual in receipt of Public Assistance (PA).

II. Purpose

The purpose of this ADM is to provide guidance to districts on the amendment to Social Services Law (SSL) §131-a. Chapter 56 of the Laws of 2025 amended SSL §131-a to allow a one-time benefit to PA recipients upon the birth of a new child. These changes go into effect on November 5, 2025.

III. Background

Chapter 56 of the Laws of 2025 amended SSL §131-a to allow OTDA to establish a one-time Birth Allowance for Beginning Year (BABY) benefit to provide support for low-income households to reduce childhood poverty and improve infant health.

IV. Program Implications

Subdivision (l) of § 352.7 of Title 18 NYCRR has been amended to allow for a one-time benefit of \$1,800 per child to provide for immediate needs associated with the birth of a child to recipients of PA. The BABY benefit is provided upon the birth of an eligible child born on or after November 5, 2025.

V. Required Action

Effective November 5, 2025, districts must provide a one-time PA payment of \$1,800 to PA recipients when a newborn is added to an existing PA case within 90 days of birth. In the event the birth results in multiples (i.e. twins, triplets, etc.) a PA payment of \$1,800 must be made for each newborn. To be eligible for the BABY benefit, the individual/family who is actively receiving ongoing PA benefits must provide all documentation (verification of birth, verification of citizenship, application for social security number, cooperation by the parent with child support enforcement (if appropriate)) needed to add a newborn to their active PA case before the baby reaches the age of 91 days, unless the district has determined there is good cause. As long as all documentation is provided within 90 days, the individual/family is eligible to receive the BABY benefit even if the baby was not added to the case within 90 days of birth due to processing timeframes. In instances where there were processing delays or the district has determined good cause exists, the \$1,800 payment must be issued when the baby is added to the case. For those not receiving ongoing PA at the time of the birth, even if the individual/family would have been eligible for ongoing PA at the time of the birth, they are not eligible for the BABY benefit because they were not a recipient at the time of birth. Emergency assistance is not considered ongoing PA.

The \$1,800 payment must be paid to any PA recipient with a newborn added to an already active PA case regardless of the active/inactive status of the payee. This includes, but is not limited to, Supplement Security Income (SSI) parent, grandparent, relative caretaker, sanctioned parent, noncitizen parent, etc.

Examples

1. An SSI parent has an active case for an already existing child and gives birth to a new child on or after November 5, 2025. The case would be eligible to receive the BABY benefit as long as the newborn is added to this existing case by the 90th day following the birth of the child. If the parent waits until the 91st day to provide all documentation needed to add the newborn to the case, the case is not eligible for the BABY benefit.

2. An SSI parent is not receiving PA. They give birth and then apply for PA for the newborn. This case would not be eligible for the BABY benefit as they were not receiving ongoing PA prior to the birth of the newborn.
3. A family is receiving emergency Temporary Housing Assistance but has not applied for ongoing PA. This case would not be eligible for the BABY benefit as they are not receiving ongoing PA.
4. A parent is sanctioned and has an active case which includes a child. This case would be eligible to receive the BABY benefit as long as the newborn is added to this existing case by the 90th day following the birth of the child.

The LDSS-3814 Temporary Assistance Additional Allowances and Other Help poster has been revised to include the BABY benefit and has a new form number, [LDSS-5305](#). Old copies of the LDSS-3814 must be removed and the revised [LDSS-5305](#) poster must be displayed in district lobbies.

There is no change to the actions necessary to add a newborn to a case. PA benefits for eligible children born to current recipients of PA shall be provided from the date of birth, upon provision to the district of verification of birth, application for a social security number and cooperation by the parent with child support enforcement (if appropriate). If district staff become aware of the birth of a child to an individual with an open PA case, but additional action is needed for the baby to be added to the case, the individual must be notified that they can receive this benefit and assisted in any necessary steps to add the baby to their case and therefore receive the benefit. In accordance with [24DC062- Acceptance of LDSS Forms with Signatures on NYDocSubmit](#) people may submit forms via mobile upload.

For Supplemental Nutrition Assistance Program (SNAP) purposes, under 7 CFR 273.9(c)(8), one-time, lump sum payments to households are excluded as income. Therefore, the BABY benefit may be excluded as income for households with active SNAP cases. Also, for SNAP, the payments would be a resource in the month received. However, under the broad-based categorical eligibility rules adopted by OTDA in January 2008, and still in force, most applicant and recipient SNAP households are no longer subject to a resource test. Households still subject to the SNAP resource test are households containing individuals who are sanctioned or disqualified from participation in SNAP, and households containing individuals with an aged or disabled member and income in excess of 200% of the federal poverty limit.

For Home Energy Assistance Program (HEAP) purposes, the one-time, non-recurring lump sum payment of \$1,800 to PA recipients at the time a newborn is added to an existing PA case must be excluded from the income calculations to determine HEAP eligibility and not counted in the HEAP budget. Payment(s) received under this program will be excluded from the HEAP household's income when determining eligibility for any HEAP component. Any remaining balance from these payment(s) is not considered a liquid resource for any HEAP benefit component.

VI. Systems Implications

Systems support for the BABY benefit is as follows:

- A new worker entered payment code, N3 – One time allowance for birth of new child, will be available for workers to issue the benefit in both the rest of state (ROS) and downstate systems for a child with a date of birth on or after November 5, 2025.

The benefit is a one-time payment of \$1,800 per eligible child and the system will allow issuance of the benefit to a child up to one (1) year of age.

Rest of State (ROS) systems guidance

- Single-issue payment of \$1,800
- Authorized to active TA cases following the birth of a new child
- CTs 11, 12, 16 and 17
- Multiple payments allowed on separate payment lines (example: multiple births)
- Allowed on Transaction Types 02, 05, 06, 09, 10, 11, and 14
- Payment Line requirements:
 - Local Action Code: 2 – Prepare and Issue Check/ATP
 - Payment Type: N3
 - Method of Payment: 01 – Unrestricted
 - Payment Amount: 1800.00
 - Issuance Code: 2 – Once Only
 - Pay Schedule: Blank
 - Pick-Up Code: 1 - Mailed
 - Payment FROM Date: DOB of newborn
 - Payment TO Date: DOB of newborn
- System allows payment to individual up to one year of age
- Special Claiming Code is prohibited
- Payment not allowed when Emergency Indicator = X
- Warning invoked when “Unborn” is changed to First Name to alert worker to determine eligibility for N3 payment
- N3 prohibited for individual with DOB < 11/05/25

Downstate systems guidance:

- Workers must enter the eligible child’s CIN, and the CIN will be stored on the Grant Breakdown screen. Only one (1) N3 payment will be permitted for each CIN.
- The from and to date for the N3 payment must be equal to the date of birth of the eligible child.
- Pickup Code: 9 (EBT) or 1 (Special Roll Check for Center 052)
- Payment Amount: \$1800
- Routing Location: Blank
- Restriction Indicator: 1 (EBT) or 2 (Paper check). Note: - CIN and Payee name are required entries on the Payee field for restriction indicators 1 and 2.
- Payments made to cases in Residential Treatment Centers (Center 052), must be issued by check. PA CTR=052, PUC=1, Restriction Indicator=2, routing loc=spaces and Payee

name and address fields must be included. Center 052 is the only center to allow checks.

VII. Effective Date

November 5, 2025

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

Division/Office: Employment and Income Support Programs/NYS Office of Temporary and Disability Assistance