



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Commissioner

RAJNI CHAWLA
Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	25DC078 Upstate
Date:	November 20, 2025
To:	Subscribers
Suggested Distribution:	Commissioners, Public Assistance Directors, Staff Development Coordinators
From:	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
Subject:	Release of revised LDSS-3815 Request for an Additional Allowance and/or Other Help by Temporary Assistance Recipient
Effective Date:	Immediately
Contact Information:	Public Assistance Bureau at 518-474-9344 or tabureau@otda.ny.gov
Attachments:	Attachment 1 - LDSS-3815 Request for an Additional Allowance and/or Other Help by a Temporary Assistance Recipient

Section 2

The purpose of this General Information System (GIS) message is to inform social services districts (districts) that the [LDSS-3815 Request for an Additional Allowance and/or Other Help by a Temporary Assistance Recipient](#) has been revised.

Revisions focused on the appearance, to incorporate the use of plain language, and to add the Birth Allowance for Beginning Year (BABY) benefit as an option.

Please note that a recipient is **not** required to complete the [LDSS-3815 Request for an Additional Allowance and/or Other Help by a Temporary Assistance Recipient](#) in order to receive the BABY benefit. The BABY benefit must be issued as long as all eligibility requirements are met in accordance with [25-ADM-07 - Birth Allowance for Beginning Year \(BABY\) Benefit](#).

The [LDSS-3815 Request for an Additional Allowance and/or Other Help by a Temporary Assistance Recipient](#) will not be automatically sent to districts. You may print copies from

the attached PDF or place an order through the Document Services Unit (DSU) by emailing a completed OTDA-876 Request for Documents, or by placing your order online through the online ordering system using the information provided below.

Please reach out to DSU directly for instructions on how to set up your online ordering account.

Email: forms.orders@otda.ny.gov

Online: <https://fidb.otda.ny.gov>