1. **How long do you keep the worksheets?**
The worksheets need to be kept for two years.

2. **When entering information into OVERS for a couple who is not married, a paternity form can be printed. Is this the correct version of the form?**
   Yes it is correct, when we update the form in early 2019, we will notify users.

3. **Can you give an example of when you would utilize the "Other Middle" field?**
   A child with two middle names can be entered, such as the name “Robert William Paul Walker. *We recommend that you enter both middle names into the “first middle” field so that you ensure both middle names will be printed on the social security card.* Do not enter a second last name in this field, it is only for middle names.

4. **Can the APO 45-31 only be used while parents are still in the facility?**
   Correct, if a parent has been released from the facility they will need to use the notarized affidavit.