

2026-27 Background Verification and Certificate of Insurance Requirements

Dear Service Provider:

Omaha Public Schools appreciates the partnerships we have with community organizations and the services they provide to help support the success of our students. To enhance the safety, security, and well-being of Omaha Public Schools' students, families, and staff, we are working to align the District's processes that apply to service providers who work in District schools, programs, and facilities.

To provide programming in the 2026-27 school year, service providers will need to complete two tasks:

1. Verification of completed and current background checks for any of the service provider's employees, contractors, or volunteers who will provide services in the Omaha Public Schools; and,
2. Submission of current certificates of insurance

Background Check Requirements

Verification of current background checks are required of any service provider employees, contractors, or volunteers who will have access to Omaha Public Schools' students, families, and/or staff at any District school, program, or facility while performing their programming. The District requires that Service Providers must obtain, at Service Provider's cost, a criminal background check, a national and county of residence criminal history record check, a check of the Abuse and Neglect Registries for adults and children, a check with the Nebraska State Patrol Sex Offender Registry and the United States Justice Department Dru Sjodin National Sex Offender Public website (collectively, "Background Check"), for all employees, contractors or volunteers who are providing services under the Agreement and at the initiation of employment for all new employees providing services under the Agreement who will come in contact with District students unless the Service Provider's employee is 18 years of age or younger and working under the direct supervision of at least one adult who has a current verified background check in compliance with this requirement on file with the Service Provider.

To be clear, the District does NOT require submission of the actual background checks. Instead, service provider organizations should review background checks to ensure the background checks meet their specific employment, contractor, or volunteer requirements. Once you have completed your review, you will be required to submit a certification statement that confirms your compliance with your obligations with respect to background checks.

While Omaha Public Schools does not determine whom your organization chooses to hire as an employee or contractor or whom you permit to volunteer, the District will not permit any of your employees, contractors, or volunteers with a history of crime(s) against a child or any violent crime(s) from having direct contact with our students. Omaha Public Schools does not allow sex offenders to volunteer or support in our schools.

Verification of background checks (Background Check Verification Form) must be submitted to cspdocuments@ops.org by July 15 for each upcoming academic year. To be considered current, a background check must be completed within sixty (60) days prior to an employee, contractor, or volunteer's first contact with OPS or within the last 12 months for an individual with a history of regular support on-site with OPS students. For any employee, contractor, or volunteer starting after that date, Service Provider shall provide verification of the completed background check prior to permitting the employee, contractor, or volunteer to commence providing services to District students, families, and/or staff.

Insurance Requirements

All Service Providers will be required to submit current certificates of insurance to cspdocuments@ops.org prior to receiving approval to work in a school. In the future, certificates of insurance must be submitted no later than five business days after the insurance renewal date.

Service Providers are required to maintain and pay all premiums on the following policies of insurance:

- \$1,000,000 per occurrence
- \$2,000,000 general aggregate
- \$2,000,000 completed operations aggregate
- \$1,000,000 personal and advertising injury

Coverage shall be provided by a standard form Commercial General Liability Policy covering bodily injury, property damage including loss of use, and personal injury.

Omaha Public Schools shall be named as additional insured on a primary and non-contributory basis including completed operations. Additional insured status shall be maintained for two (2) years after final acceptance and payment. A Waiver of Subrogation in favor of Omaha Public Schools shall apply.

- Professional / E&O Liability: Minimum limits of at least:
 - \$1,000,000 per occurrence
 - \$1,000,000 general aggregate
 - Coverage shall have an effective date or retro date on or before the date of the Agreement and shall be maintained during the term of the Agreement and for a minimum period of one year after the term expires.
- Sexual Abuse & Molestation Liability: Minimum limits of at least:
 - \$1,000,000 per occurrence
 - \$1,000,000 general aggregate
 - Coverage shall have an effective date or retro date on or before the date of the Agreement and shall be maintained during the term of the Agreement and for a minimum period of one year after the term expires.

- Automobile Liability: Minimum limits of at least:
 - \$500,000 per occurrence
 - \$1,000,000 per accident, combined single limit BI/PD
 - Coverage shall apply to any owned, hired, or non-owned autos.
 - A Waiver of Subrogation in favor of Omaha Public Schools shall apply.
- Workers Compensation: Minimum limits: statutory coverage for the state where the project is located.
 - A Waiver of Subrogation in favor of Omaha Public Schools shall apply.
- Employers Liability: Minimum limits of at least:
 - \$500,000 each accident
 - \$500,000 disease - per person
 - \$500,000 disease - policy limit
 - A Waiver of Subrogation in favor of Omaha Public Schools shall apply.
- Umbrella/Excess Liability: Minimum of at least:
 - \$2,000,000 per occurrence
 - A Waiver of Subrogation in favor of Omaha Public Schools shall apply.
- In the Description of Operations section of the COI, include the following statement:
 - Omaha Public Schools is additional insured on a primary and non-contributory basis including completed operations in respect to General Liability.
 - Omaha Public Schools and its employees, officers, agents, Board members and contractors have Waiver of Subrogation with respect to General Liability, Automobile Liability, Workers Compensation, employers liability and umbrella liability as required by written contract.

Please address the Certificate Holder as: Omaha Public Schools, 3215 Cuming Street, Omaha, NE 68131

In addition to the two submissions required above, Service Providers should be aware that the District will begin requiring Service Providers to test any employee, contractor, or volunteer for the presence of alcohol or drugs if the employee, contractor, or volunteer appears to be under the influence at any time while on District premises. Once the above steps are completed, principals, program directors, district points of contact, and the service provider organization will be informed by email when the service provider programming may begin, and which service providers will have access to schools, programs, and facilities. Service Providers may not initiate services without written approval in the form of an email from the Community Partnership Coordinator.