REQUEST FOR REVIEW — NON-RESPONSE

November 1, 2026

To: Public Access Counselor, Illinois Attorney General
public.access@ilag.gov
Public body: Housing Authority of the County of Wayne, Illinois
Requester: [redacted]
Email: [redacted]

Under 5 ILCS 140/9.5, I request review of WCHA's failure to respond to my September 15, 2026 written request for records.

On September 15, 2026, I personally hand-delivered the attached "Notice of Grievance, Appointment of Representative, and Request for Records and Procedural Authority" to Executive Director Kim Musgrave at WCHA's central office. It expressly requests existing records, including my prior tenancy and application records, records supporting the September 9 denial, governing policies, the grievance procedure, board adoption records and hearing-officer records.

As of November 1, 2026, I have received no response, records, denial or extension notice addressing the records request. The request designates [redacted] as my representative and directs communications to him. **His attached signed statement confirms that he has received no response or records either.**

Please review this non-response under 5 ILCS 140/3(d) and require WCHA to respond in accordance with FOIA. This review concerns the unanswered records request, not the merits of the housing grievance.

A recording documenting my hand delivery to Kim Musgrave is available. The original video or a viewing link can be provided in a format acceptable to the Public Access Counselor upon request.

Attachments included in this PDF:
A. Original September 15 records request — five pages.
B. [redacted]'s release concerning our shared tenancy — one page.
C. [redacted]'s signed statement of non-response — one page.

I certify that the information above is true and accurate to the best of my knowledge.

/s/ [redacted]

NOTICE OF GRIEVANCE, APPOINTMENT OF REPRESENTATIVE,
AND REQUEST FOR RECORDS AND PROCEDURAL AUTHORITY

September 15, 2026

To:

Housing Authority of the County of Wayne, Illinois
303 North First Street
Fairfield, Illinois 62837
Re: [redacted]
Telephone: [redacted]

Date of Denial Letter: September 9, 2026

FORMAL NOTICE OF GRIEVANCE

I am providing this written notice on behalf of [redacted] and hereby formally invoke his grievance rights concerning the Housing Authority's September 9, 2026 determination denying his application for housing and the additional restrictions stated in that correspondence.

Mr. [redacted] disputes the factual and procedural basis for the determination and requests that the matter be processed pursuant to the Housing Authority's applicable grievance procedure and all applicable federal, state, and local requirements.

This notice is intended to preserve Mr. [redacted] rights within the stated ten-day grievance period. Nothing contained herein should be construed as an admission of any alleged violation, unfavorable rental history, misconduct, or other circumstance that may have been considered by the Housing Authority.

APPOINTMENT OF REPRESENTATIVE

Mr. [redacted] hereby designates and authorizes:

[redacted] **Representative for** [redacted] -to act as his representative in connection with this grievance.

This authorization includes communicating with the Housing Authority concerning the grievance, receiving correspondence and procedural information, requesting and reviewing records relevant to the grievance, submitting information and documentation on Mr. [redacted] behalf, attending grievance proceedings, and assisting Mr. [redacted] throughout the grievance process to the extent permitted by the applicable grievance procedure and law.

Please direct communications concerning the grievance to his designated representative unless otherwise instructed in writing.

BASIS FOR GRIEVANCE

The September 9, 2026 letter states that Mr. [redacted] is being denied housing, in part, because of his **"past rental history with** [redacted]

Mr. [redacted] disputes the characterization and/or use of his prior tenancy as a basis for the present determination.

Mr. [redacted] previously occupied a unit under a lease with the Housing Authority. He was subsequently instructed to move out and complied with that instruction. To the best of the information presently available to Mr. [redacted] and his representative, he was not provided with a documented eviction judgment or other formal determination establishing that he committed a lease violation that would constitute disqualifying rental history.

Because the Housing Authority has relied upon this prior tenancy as a stated basis for the present denial, Mr. [redacted] is entitled to understand precisely what facts, records, policies, and decision-making authority were relied upon.

REQUEST FOR RECORDS AND INFORMATION

Please provide, or make available for inspection and copying, the following records and information relevant to this grievance:

1. Prior tenancy records

- Mr. [redacted] complete prior tenant file;
- Prior lease and all amendments;
- Move-in and move-out records;
- Notices issued to Mr. [redacted]
- Any termination, nonrenewal, or termination-of-tenancy documentation;
- Inspection reports;
- Maintenance or damage records relied upon in making any adverse determination;
- Complaints, incident reports, correspondence, or memoranda concerning Mr. [redacted]
- Any records alleging a lease violation;
- Any records identifying the reason the Housing Authority instructed Mr. [redacted] to vacate;
- Any eviction filing, court judgment, termination proceeding, or other formal adverse tenancy determination concerning Mr. [redacted]

2. Records concerning the September 9, 2026 denial

- The application submitted by Mr. [redacted]
- All eligibility determinations and worksheets;
- All screening records;
- All notes, memoranda, emails, correspondence, or other records concerning the application;
- Any scoring or ranking documents used in making the determination;
- The identity and title of each person who participated in or approved the denial;
- Any document identifying the specific reason(s) for the denial;
- Any records concerning the statement that the denial was based upon "past rental history with [redacted]

3. Policies and admission criteria

Please provide the current written policies, regulations, admissions policies, administrative plans, tenant-selection policies, and other governing documents relied upon in determining that Mr. [redacted] was ineligible.

Please specifically identify the provision relied upon for:

- The determination that Mr. [redacted] did not meet the applicable eligibility requirements;
- Any consideration of prior rental history;
- Any denial based upon alleged prior tenancy conduct;
- Any restriction concerning guests or overnight stays;
- Any determination that a former tenant may be prohibited from spending the night in a Housing Authority building as described in the September 9 letter.

4. Grievance procedure and authority

Please provide the complete grievance procedure currently applicable to Mr. [redacted] including:

- The complete written grievance policy;
- All applicable federal regulations incorporated into or governing the procedure;
- The procedure for requesting an informal review;
- The procedure for requesting a formal hearing;
- Applicable deadlines;
- Notice requirements;
- Rights of representation;
- Rights to review and present evidence;
- Discovery or inspection rights, if applicable;
- Hearing procedures;

- Appeal or review procedures;
- Procedures governing the selection and appointment of a hearing officer.

5. Board adoption and authority

Please provide documentation establishing the Housing Authority's authority to impose and enforce the grievance procedure and policies relied upon in this matter, including, as applicable:

- Board resolutions adopting the grievance procedure;
- Board resolutions adopting the applicable admissions/tenant-selection policies;
- Minutes reflecting adoption or approval;
- Current policy manuals;
- Amendments and effective dates;
- Any documentation identifying the governing authority under which these policies were adopted.

If the Housing Authority contends that a particular policy or procedure was adopted by resolution, please identify the resolution number, date, and title.

6. Hearing officer information

Please provide the current list of persons authorized or designated to serve as hearing officers for Housing Authority grievance proceedings, including:

- Name;
- Professional or organizational affiliation, if applicable;
- Date of appointment/designation;
- Authority under which appointed;
- Current status as an available hearing officer;
- Any applicable procedure for selecting or assigning a hearing officer.

Please also provide any written policy governing challenges to, or conflicts of interest involving, a hearing officer.

PRESERVATION OF RECORDS

Please preserve all records relating to Mr. [redacted] prior tenancy, application, screening, denial, alleged rental history, communications, complaints, incidents, eligibility determination, and grievance.

This preservation request includes electronic records, emails, text messages, internal communications, electronic case-management records, notes, scanned documents, photographs, audio/video records, and other electronically stored information.

REQUEST FOR GRIEVANCE PROCESSING

Please acknowledge receipt of this grievance and identify:

1. The date on which the grievance was received;
2. The person responsible for processing the grievance;
3. The next procedural step;
4. Any deadline applicable to Mr. [redacted]
5. The procedure for requesting a hearing;
6. The procedure for obtaining the records requested above; and
7. Whether the Housing Authority recognizes the undersigned as Mr. [redacted] authorized representative.

If the Housing Authority contends that any requested record cannot be provided, please identify the specific record withheld, the basis for withholding it, and the applicable authority supporting that determination.

Mr. [redacted] expressly reserves all rights and remedies available to him. Nothing in this grievance waives any right to challenge the factual basis, procedural validity, evidentiary basis, or legal authority underlying the September 9, 2026 determination.

Respectfully submitted,

/s/ [redacted]
Representative for [redacted]

For and on behalf of:
[redacted]
X_____

[redacted]

Date: September 15, 2026

AUTHORIZATION TO RELEASE RECORDS — [redacted]

November 1, 2026

To: Housing Authority of the County of Wayne, Illinois

[redacted] and I previously shared a lease and lived together in the same apartment that I currently occupy. The records concerning that shared tenancy also concern [redacted]'s former lease and household.

To the extent WCHA requires my permission to release information concerning me to [redacted], I expressly consent to and authorize that disclosure.

This authorization covers records concerning our shared tenancy; my current lease and household to the extent relevant to my request to add [redacted]; that household-addition request; [redacted]'s application; the September 9 and September 14, 2026 decisions; and the complaints, notices, screening records, internal communications, and other supporting records relevant to those decisions.

Please provide these records directly to [redacted] at [redacted] in response to his records request.

This authorization supplements his request and does not concede that my permission is required for records he is otherwise entitled to receive.

/s/ [redacted]
November 1, 2026
[redacted]

STATEMENT OF NON-RESPONSE

November 1, 2026

Regarding: [redacted]'s September 15, 2026 records request
Public body: Housing Authority of the County of Wayne, Illinois

I, [redacted], am [redacted]'s designated representative in this matter. His September 15, 2026 written submission identifies me as his representative, authorizes me to request and review relevant records, and directs communications concerning the grievance to me.

[redacted] **is my email address.**

As of November 1, 2026, I have received no response from WCHA addressing [redacted]'s September 15 records request. I have received no requested records, written denial, extension notice or other communication addressing that records request, whether at that email address or otherwise.

This statement supports [redacted]'s Request for Review of WCHA's non-response. It concerns the records request contained in his September 15 submission.

I certify that the statements above are true and accurate to the best of my knowledge.

/s/ [redacted]
Representative for [redacted]
[redacted]
[redacted]