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 "Formal Tenant Grievance, Notice of Representation, and Request for Records" to Executive Director Kim Musgrave at WCHA's central office. It expressly requests existing records, including governing policies, the grievance procedure, adoption records and records concerning the decisions affecting my tenancy.

As of November 1, 2026, I have received no response, records, denial or extension notice addressing the records request. The request directed records and correspondence to my representative, [redacted], at [redacted]. **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 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 — six pages.
B. [redacted]'s release — 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]

FORMAL TENANT GRIEVANCE, NOTICE OF REPRESENTATION, AND REQUEST FOR RECORDS

September 15, 2026

To:

Housing Authority of the County of Wayne, Illinois
303 North First Street
Fairfield, Illinois 62837
(618) 842-9008

Re: [redacted]
303 N. First Street, Apt. [redacted]
Fairfield, Illinois 62837
PHA Decision dated September 14, 2026

FORMAL GRIEVANCE

I, [redacted] am the tenant of record for the above-referenced dwelling and hereby formally challenge the Housing Authority's September 14, 2026 decision denying my request to add [redacted] to my lease and household.

The September 14, 2026 letter states:

"We have processed [redacted] application that you requested to add him to your lease. Due to your apartment size and past history with [redacted] we are not going to add him to your lease. He is allowed to visit, but not stay here."

This constitutes a decision concerning my existing tenancy, household composition, and the use and occupancy of my dwelling. I therefore invoke my rights under the Housing Authority's applicable grievance procedure and all applicable federal requirements.

I request that this matter be formally recorded as a tenant grievance.

REPRESENTATION
I hereby designate: [redacted]
Representative for: [redacted] -to represent me in this matter.

My representative is authorized to communicate with the Housing Authority concerning this grievance, submit and receive documents, request and review records, attend meetings and grievance proceedings, present information and arguments on my behalf, and

otherwise assist me in pursuing this grievance to the extent permitted by applicable law and Housing Authority policy.

Please provide copies of all records and correspondence concerning this grievance to:

[redacted]

THE TWO STATED BASES FOR DENIAL

The Housing Authority identified two reasons for refusing my request:

1. **"your apartment size"**
2. **"past history with** [redacted]

I formally dispute both grounds and request the factual, documentary, and policy basis for each.

1. APARTMENT SIZE

Please identify the specific occupancy standard relied upon to conclude that [redacted] cannot be added to my household because of the size of my apartment.

Please provide:

- The applicable occupancy standard;
- The applicable bedroom/unit-size requirement;
- The maximum permitted household size for my unit;
- The policy, regulation, administrative plan, ACOP provision, or other authority establishing that standard;
- The calculation used by the Housing Authority in reaching its determination;
- The effective date of the standard;
- Any exceptions or discretionary provisions applicable to the standard; and
- Documentation demonstrating that the standard was applied to my request.

The proposed household would consist of **two persons**.

The Housing Authority is therefore requested to explain specifically why a two-person household is prohibited in my particular unit and to identify the written authority supporting that conclusion.

2. "PAST HISTORY WITH [redacted]

The September 14 letter does not identify what "past history with [redacted] means.

I dispute any implication that [redacted] has an adverse rental history that automatically or properly disqualifies him from being added to my household.

Please identify every factual allegation, incident, violation, complaint, finding, or other circumstance upon which the Housing Authority relied.

Please also identify whether any such matter was:

- documented in writing;
- investigated;
- substantiated;
- determined to constitute a lease violation;
- the subject of a written notice;
- the subject of an eviction proceeding;
- the subject of a court judgment; or
- otherwise formally determined by the Housing Authority.

If no such formal determination exists, please explain the factual and policy basis upon which the Housing Authority characterized [redacted] prior history as a reason for denying my request.

PRIOR TENANCY

[redacted] previously occupied Housing Authority housing under a lease.

My understanding is that he was subsequently instructed to move out and complied with that instruction.

Neither I nor my representative are presently aware of any sustained allegation, formal eviction judgment, documented lease violation, or other adjudicated finding against [redacted] that would establish the adverse rental history apparently being relied upon.

If the Housing Authority possesses such a record, please provide it.

If it does not, please identify precisely what information constitutes the "past history with [redacted] referenced in the September 14 decision.

GOVERNING POLICIES AND HUD REQUIREMENTS

Please provide the current Housing Authority policies governing:

- Admission of additional household members;
- Changes in household composition;
- Addition of persons to an existing lease;
- Occupancy standards;
- Screening of proposed household members;
- Use of prior rental history in determining eligibility;
- Denial of proposed household members;

- Tenant grievance procedures; and
- Review or appeal of decisions concerning household composition.

Please also provide the applicable provisions of the Housing Authority's current **Admissions and Continued Occupancy Policy (ACOP)**, administrative plan, tenant-selection policies, and any other governing document relied upon for the September 14 determination.

Where HUD regulations or HUD guidance are relied upon, please identify the specific provision.

GRIEVANCE PROCEDURE

The September 9, 2026 correspondence issued by the Housing Authority states:

"ANY GRIEVANCE MUST BE PERSONALLY PRESENTED, EITHER ORALLY OR IN WRITING, TO THE PHA'S CENTRAL OFFICE OR THE MANAGEMENT OFFICE WITHIN 10 DAYS AFTER THE GRIEVABLE EVENT."

This written grievance is being submitted within that stated period.

The September 14, 2026 denial, however, did not provide [redacted] with grievance instructions or identify any procedure by which he may challenge the decision.

Please therefore provide:

- The complete grievance procedure currently in effect;
- The provision establishing the right to file this grievance;
- The procedure for informal settlement;
- The procedure for a formal grievance hearing;
- The applicable deadlines;
- The tenant's rights to representation;
- The tenant's rights to inspect relevant documents;
- The procedure for selecting a hearing officer;
- The current list of authorized hearing officers;
- The procedure for challenging a hearing officer for conflict of interest; and
- Any provision the Housing Authority contends excludes this particular decision from the grievance procedure.

If the Housing Authority contends that [redacted] has no right to a grievance concerning this decision, please identify the **specific federal regulation, state law, PHA policy, lease provision, or other legal authority** supporting that position.

BOARD ADOPTION AND AUTHORITY

Please provide documentation establishing the adoption and current validity of the policies relied upon, including, as applicable:

- Board resolutions;
- Board meeting minutes;
- Adoption dates;
- Effective dates;
- Amendments;
- Current policy versions; and
- Any HUD approval or authorization applicable to those policies.

If the Housing Authority relies upon a specific Board resolution, identify the resolution number and date.

RECORDS REQUEST

Please preserve and provide all records concerning:

1. [redacted] current tenancy and lease;
2. [redacted] request to add [redacted]
3. [redacted] application;
4. The September 14 decision;
5. The September 9 decision;
6. [redacted] prior tenancy;
7. Any alleged rental history involving [redacted]
8. Complaints or incident reports involving [redacted]
9. Any alleged lease violations;
10. Any notices concerning [redacted]
11. Any eviction or termination records;
12. Communications concerning [redacted] request;
13. Internal notes, memoranda, emails, and messages concerning the decision;
14. Screening records;
15. Occupancy calculations;
16. Policies relied upon in making the decision;
17. Records identifying the person or persons who made or approved the decision; and
18. Records identifying the person or persons who determined that [redacted] could visit but could not stay overnight.

Please provide the requested records electronically to:

[redacted]

If any requested record is withheld, please identify the record withheld and the specific authority relied upon for withholding it.

PRESERVATION OF RIGHTS

Nothing in this grievance should be construed as an admission of any allegation concerning [redacted] or as a waiver of any right available to [redacted]

I request written acknowledgment of this grievance and identification of the next procedural step.

I further request that the Housing Authority provide the applicable grievance procedure and the records requested above before any final disposition of this grievance.

Respectfully submitted,

[redacted]
303 N. First Street, Apt. [redacted]
Fairfield, Illinois 62837
[redacted]

X_____
Through his authorized representative:

[redacted]
Representative for [redacted]

AUTHORIZATION TO RELEASE RECORDS — [redacted]

To: Housing Authority of the County of Wayne, Illinois

[redacted] and I previously shared a lease and lived together in the same apartment that [redacted] currently occupies. The records concerning that shared tenancy also concern [redacted]'s own 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 prior tenancy and alleged rental history; [redacted]'s request to add me to his current lease and household; my 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.

WCHA may provide these records directly to [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]
[redacted]
Date: 11/01/2026

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 request identifies me as his representative and directs the requested records and correspondence to [redacted].

[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]